

FIFE COUNCIL OF 21 SEPTEMBER 2023

MINUTE VOLUME

NOTE

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

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

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

FIFE COUNCIL

INDEX FOR MINUTE VOLUME

	<u>Page Nos.</u>
1. West & Central Planning Committee	1 - 3
West & Central Planning Committee of 16 August, 2023	
2. North East Planning Committee	4 - 7
North East Planning Committee of 23 August, 2023	
3. Fife Planning Review Body	8 - 9
Fife Planning Review Body of 14 August, 2023	
4. Regulation and Licensing Committee	10 - 21
Regulation and Licensing Committee of 13 June and 8 August, 2023	
5. Cabinet Committee	22 - 32
Cabinet Committee of 29 June and 10 August, 2023	
6. Standards, Audit & Risk Committee	33 - 39
Standards, Audit & Risk Committee of 30 June and 17 August, 2023	
7. Pensions Committee	40 - 46
Pensions Committee of 23 June and 30 June, 2023	

8.	Glenrothes Area Committee	47 - 50
	Glenrothes Area Committee of 30 August, 2023	
9.	Levenmouth Area Committee	51 - 56
	Levenmouth Area Committee of 21 June and 30 August, 2023	
10.	City of Dunfermline Area Committee	57 - 59
	City of Dunfermline Area Committee of 15 August, 2023	
11.	Kirkcaldy Area Committee	60 - 62
	Kirkcaldy Area Committee of 29 August, 2023	
12.	North East Fife Area Committee	63 - 69
	North East Fife Area Committee of 21 June and 16 August, 2023	
13.	Education Scrutiny Committee	70 - 76
	Education Scrutiny Committee of 22 August, 2023	
14.	Finance, Economy and Corporate Services Scrutiny Committee	77 - 82
	Finance, Economy and Corporate Services Scrutiny Committee of 15 June and 24 August, 2023	
15.	People and Communities Scrutiny Committee	83 - 92
	People and Communities Scrutiny Committee of 8 June and 31 August, 2023	

16. **Environment, Transportation and Climate Change Scrutiny Committee** 93 - 95

Environment, Transportation and Climate
Change Scrutiny Committee
of 20 June, 2023

17. **Fife Health & Social Care Integration Joint Board** 96 - 105

Fife Health & Social Care Integration Joint Board
of 26 May, 2023

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

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

16 August 2023

2.00pm – 3.40pm

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

ATTENDING: Mary Stewart, Service Manager – Major Business & Customer Service, Natasha Cockburn, Lead Professional (Infrastructure), Martin McGroarty, Lead Professional and Brian Forsyth, Planner, Planning Services; Mary McLean, Legal Services Manager, Gemma Hardie, Solicitor and Emma Whyte, Committee Officer, Legal & Democratic Services.

104. DECLARATIONS OF INTEREST

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

105. MINUTE

The committee considered the minute of West and Central Planning Committee of 7 June 2023.

Decision

The committee agreed to approve the minute.

106. CHANGE OF MEMBERSHIP

The committee were asked to note that Councillors Colin Davidson and Julie MacDougall had been replaced by Councillors Ian Cameron and Altany Craik on the West and Central Planning Committee.

Decision

The committee noted the change to the membership of the committee.

107. 22/01914/FULL - LAND TO NORTH OF 10 TO 22 CAMERON CRESCENT, WINDYGATES

The committee considered a report by the Head of Planning Services relating to an application for the erection of 77 residential units with associated engineering, infrastructure, landscaping and open space.

Motion

Councillor Barratt, seconded by Councillor Craik, moved to approve the application subject to the 24 conditions and for the reasons detailed in the report following the conclusion of a legal agreement.

Amendment

Councillor Alexander, seconded by Councillor Dempsey, moved to refuse the application on the grounds that the proposed development did not comply with the Adopted FIFEplan Local Development Plan (2017) in connection with the requirement for two accesses and associated road traffic concerns and was contrary to Fife Council policies 1, 3 and 14 and Policy 14 of National Planning Framework 4 (2023).

Roll Call

For the Motion – 7 votes

Councillors Barratt, Beare, Cameron, Craik, Noble, Pryde and Verrecchia.

For the Amendment – 5 votes

Councillors Alexander, Calder, Dempsey, Glen and Steele.

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

Decision

The committee agreed:-

- (1) to approve the application subject to the 24 conditions and for the reasons detailed in the report;
- (2) the conclusion of a legal agreement to secure £288 per residential unit for strategic transport interventions, excluding affordable units (index linked to Q1 2017);
- (3) that authority be delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement; and
- (4) that should no agreement be reached within 6 months of the committee's decision, authority be delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

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

108. 23/00701/FULL - LAND 300M EAST OF WESTER BALBEGGIE COTTAGES, WESTER BALBEGGIE FARM, BALBEGGIE AVENUE

The committee considered a report by the Head of Planning Services relating to an application for a proposed battery energy storage system with ancillary equipment and associated access.

Members were advised of an amendment to Condition 10 of the permission 23/00701/FULL, the reference to "Condition 14" should read "Condition 9" and that all references to "Solar Farms", as in Condition 11, should be removed from the Planning conditions, as this application was solely for Battery Energy Storage System, not a combined Solar Farm and BESS.

Decision

The committee agreed to approve the application subject to the:-

- (1) 11 conditions and for the reasons detailed in the report; and
- (2) amendments to conditions as set out above.

109. 23/00739/PPP - THE FARMHOUSE, MASTERTON, MASTERTON ROAD

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for residential development (Section 42 application for the development the subject of planning permission in principle 22/00984/PPP without complying with its conditions (1D) and (3)).

Members were advised of an amendment to para 2.7.1 of the report, the sentence beginning "The approximation" should read:-

"The approximation for the area of greenfield land in 1.1 above also excludes all other areas of the site previously developed and/or understood to be within the original curtilage."

Decision

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

110. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The committee noted the lists of applications dealt with under delegated powers for the periods 15 May to 11 June, 12 June to 9 July and 10 July to 6 August 2023.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING

JP Court Room, County Buildings, Cupar

23 August 2023

1.00 pm – 4.40 pm

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

ATTENDING: Alastair Hamilton, Service Manager Development Management, Lauren McNeil, Graduate Planner, Jamie Penman, Planner, Development Management; Steven Paterson, Solicitor, Planning & Environment and Diane Barnett, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors John Caffrey, Gary Holt, Margaret Kennedy and Allan Knox.

95. DECLARATIONS OF INTEREST

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

96. MINUTE

The committee considered the minute of the North East Planning Committee of 31 May 2023.

Decision

The committee agreed to approve the minute.

97. 22/03401/FULL - ELIE HOUSE GROUNDS, THE GRANARY, ELIE

The committee considered a report by the Head of Planning Services relating to an application for the change of use from agricultural land/walled garden to eco cemetery and formation of a parking area.

Motion

Councillor Tepp, seconded by Councillor Hoggan-Radu moved to refuse the application for the two reasons set out in the report.

Amendment

Councillor Liston, seconded by Councillor MacDiarmid moved as an amendment to approve the application, subject to any necessary conditions relevant to the particular development proposal - including a condition to mitigate road and pedestrian safety concerns relating to increased vehicular trips over a substandard private access.

Roll Call Vote

For the Motion – 10 votes

Councillors Clark, Corps, Dillon, Hayes, Hoggan-Radu, Kennedy-Dalby, Lawson, Lothian, Tepp and Verner.

For the Amendment – 2 votes

Councillors Liston and MacDiarmid.

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

Decision

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

98. 22/04249/PPP - LAND ADJACENT TO BALMASHIE HOLIDAY HOMES, KENLY, BOARHILLS

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for the erection of additional holiday cottages and an extension of tourism development (renewal of planning permission in principle 19/00883/PPP).

Decision

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

99. 23/00848/ARC - LAND ADJACENT TO BALMASHIE HOLIDAY HOMES, KENLY, BOARHILLS

The committee considered a report by the Head of Planning Services relating to an application for the approval of matters required by Conditions 1, 2, 4 and 8 of planning permission in principle 19/00883/PPP for the erection of 11 holiday cottages, manager's accommodation and associated parking, landscaping and SUDS.

Decision

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

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

The committee adjourned at 2.50 pm and reconvened at 3.00 pm.

100. 23/00849/FULL - LAND ADJACENT TO BALMASHIE HOLIDAY HOMES, KENLY, BOARHILLS

The committee considered a report by the Head of Planning Services relating to an application for the installation of a surface water drainage outfall pipe to serve SUDS associated with application 23/00848/ARC and formation of parking.

Decision

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

101. 23/00643/PPP - LAND ADJACENT TO 65-67 MAIN STREET, LEUCHARS

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for the erection of two flatted dwellings and associated vehicle access (renewal of 18/02540/PPP).

Decision

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

102. 23/00644/PPP - LAND ADJACENT TO 65-67 MAIN STREET, LEUCHARS

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for the erection of three dwellinghouses (renewal of 18/02542/PPP).

Decision

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

Councillor Kennedy-Dalby left the meeting prior to consideration of the following item.

103. 22/04135/FULL - OLD HOSPITAL, CRAIGTOUN, ST ANDREWS

The committee considered a report by the Head of Planning Services relating to an application for the change of use from a former hospital (Class 8) to 27 flatted dwellinghouses (sui generis) and erection of 18 townhouses (Class 9) (Enabling Development), formation of access, hardstanding and associated landscaping.

Decision

The committee agreed:-

- (1) to approve the application subject to the 23 conditions and for the reasons detailed in the report and following the conclusion of an agreement to secure the necessary planning obligations, namely:
 - (a) payment of £145,345 towards addressing critical capacity issue at Madras College;
 - (b) secure land rights for surface water drainage route; and

- (c) secure the cross-funding from the enabling development towards the restoration of the listed building;
- (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; and
- (3) agreed that, should no agreement be reached within six months of the committee's decision, authority was delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

Councillor Clark left the meeting during consideration of the above report and rejoined the meeting prior to consideration of the following item.

104. 22/04134/LBC - OLD HOSPITAL, CRAIGTOUN, 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 to the former hospital building to facilitate the conversion to 27 flats (sui generis) and demolition of the existing outbuildings within the curtilage.

Decision

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

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

Decision

The committee noted the lists of applications dealt with under delegated powers for the periods 15 May to 11 June; 12 June to 9 July; and 10 July to 6 August 2023.

THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

14 August 2023

2.00pm – 5.50pm

PRESENT: Councillors David Barratt (Convener), Fiona Corps, Alycia Hayes, Lynn Mowatt and Andrew Verrecchia.

ATTENDING: Mary McLean, Legal Services Manager, Legal and Democratic Services; Steve Iannarelli, Strategic Development Manager, Katherine Pollock, Lead Professional and Bryan Reid, Lead Professional, Planning Service.

36. DECLARATIONS OF INTEREST

Councillor David Barratt declared an interest at paras. 39 and 40 - Application for Review - Couston Farm, Burntisland (Application No. 22/00633/PPP) and Application for Review - Land to North of Main Street, Aberdour (Application No. 21/03908/FULL) - as these applications were within his Ward.

37. MINUTE

The minute of the Fife Planning Review Body of 12 June 2023 was submitted.

Decision

The Review Body approved the minute.

38. APPLICATION FOR REVIEW - 22 DUNCAN CRESCENT, DUNFERMLINE (APPLICATION NO. 22/01054/FULL)

The Review Body considered the Application for Review submitted by Poplar Design and Build Ltd., on behalf of Mr. M. Arslan, in respect of the decision to refuse planning permission for alterations to and change of use from storage building (Class 6) to shisha bar (Sui Generis) (Retrospective) (Application No. 22/01054/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.

Having declared an interest in the following items, Councillor Barratt left the meeting at this stage and Councillor Lynn Mowatt took the chair.

**39. APPLICATION FOR REVIEW - COUSTON FARM, BURNTISLAND
(APPLICATION NO. 22/00633/PPP)**

The Review Body considered the Application for Review submitted by JJF Planning on behalf of Mr. Craig Mitchell, in respect of the decision to refuse planning permission in principle for the erection of seven dwellinghouses and associated garages, access and parking and landscaping works (Application No. 22/00633/PPP).

Decision

The Review Body agreed:-

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

The meeting adjourned at 3.45pm and reconvened at 4.00pm. during consideration of the above item.

Councillor Fiona Corps left the meeting during consideration of the above application and therefore did not participate further on this item.

**40. APPLICATION FOR REVIEW - LAND TO NORTH OF MAIN STREET,
ABERDOUR (APPLICATION NO. 21/03908/FULL)**

The Review Body considered the Application for Review submitted by CALA Management Ltd. in respect of the decision to refuse planning permission for the formation of hardstanding to form a ten space site car parking area and formation of vehicular access (temporary period of four years) (retrospective) (Application No. 21/03908/FULL).

Decision

The Review Body agreed:-

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

Councillor Andrew Verrecchia left the meeting during consideration of the above application and therefore did not participate further on this item.

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

13th June, 2023

9.30 a.m. – 2.05 p.m.

PRESENT: Councillors Tom Adams, Lynn Ballantyne-Wardlaw, Patrick Browne, Sean Dillon, Carol Lindsay, David MacDiarmid, Julie MacDougall, Nicola Patrick, Gordon Pryde and Jonny Tepp.

ATTENDING: Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; Sergeant Neil Ewing, Police Scotland (Fife Division); Billy Ferguson, Service Manager, Steven Duffy, Workshop Team Manager and Steven Haddow, Workshop Co-ordinator all Fleet Operations (for items 39 and 41 only); and Barry Smith, Lead Officer – Private Housing (for item 45 only).

APOLOGIES: Councillors Gavin Ellis, Alycia Hayes, Donald Lothian and Darren Watt.

OBSERVERS: Laura Smith, Housing Professional, Private Sector Housing – HMO Licensing/ Short-term Lets (for item 45 only) and Hayden Thomson, Work Experience (for items 37 to 39 only).

37. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 16th May, 2023.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

38. **SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVERS LICENCES**

The Council's Lead Officer, Miscellaneous Licensing reported to the Committee that a decision was taken by the Executive Director, Finance & Corporate Services using the powers given to her under Section 2 of the Council's List of Officer Powers 'Emergencies and Cases of Urgency' to suspend two taxi/private hire car drivers licences with immediate effect under paragraph 12 of Schedule 1 to the above Act having advised the Convener and Depute Convener of the Committee of this decision. The decision was taken as information had been received which had to be considered prior to this meeting of the Committee.

Decision

The Committee noted that two taxi/private hire car drivers licences had been suspended with immediate effect.

39./

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

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the East Fife Area in February to June, 2023.

Decision

The Committee, having heard the Fleet Operations Manager on the report and, following discussion:

- (1) congratulated those operators whose vehicles passed the test first time;
- (2) agreed that those operators who had vehicles failing the test be brought in for a meeting with the Convener and Depute Convener regarding the maintenance of their vehicles; and
- (3) requested that three open days be held at each of the garages in the East, West and Central areas with all licensed operators being given the opportunity to attend. This is in an effort to show operators how the annual tests are carried out. Advice will also be given on daily checks of their vehicles and the operators will be given the opportunity to ask any questions of the testers.

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

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

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(a)	Stuart Devlin	Taxi Driver (new application) 1 year
	<u>Motion</u>	
	Councillor MacDougall, seconded by Councillor Dillon, moved that the licence be granted.	
	<u>Amendment</u>	
	Councillor MacDiarmid, seconded by Councillor Lindsay, moved, as an amendment, that the licence be granted with a warning.	
	<u>Vote</u>	
	Amendment	- 5
	Motion	- 5

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

Decision/

42. **EXCLUSION OF PUBLIC AND PRESS**

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public and press from the meeting for the items of business at 43 and 44 below on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 7A to the Act.

43. **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)	Mehdi Mukhtar	Taxi Driver (new application) 1 year
	<u>Motion</u>	
	Councillor Brown, seconded by Councillor Pryde, moved that the licence be granted.	
	<u>Amendment</u>	
	Councillor Lindsay, seconded by Councillor Patrick, moved, as an Amendment, that the licence be granted with a warning.	
	<u>Vote</u>	
	Amendment -	5
	Motion -	5
	The Convener exercised his casting vote in favour of the Amendment.	
	<u>Decision</u>	
	The Committee agreed to grant the licence with a warning.	
(b)	Lee Faulks	Window Cleaner (new application) 3 year
	<u>Decision</u>	
	The Committee agreed to grant the licence with a warning.	
	The/	

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

Consideration of the application at (b) above was continued from the meeting held on 16th May, 2023.

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

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

44. **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), dealt with the applications as shown:-

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

Decision

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

(b)	Alexander Nimmo	Taxi Driver (new application) 1 year
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Decision

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

(c)	Peter Pickford	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to grant the licence with a warning.

The/

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

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

45. **OPPOSED APPLICATION**

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

<u>Applicant</u>	<u>Activity and period of licence applied for</u>
George Christie	Short Term Let Licence for Pickle House, 16 Pickletillum Avenue, Drumoig (new application) 3 year

Decision

The Committee agreed to grant the licence for one year only with the following additional conditions to be added to the licence:

- The property be licensed for 8 persons, in total;
- No more than four cars to be parked on the property; and
- No on street parking is permitted.

The Committee also requested that the applicant make his letting agent aware of these additional conditions of licence to ensure that they are included in all posts advertising the property for let.

The applicant was advised that the Committee took its decision in the knowledge that he would be installing CCTV at the property and would distribute contact details to nearby residents in the event of any emergency/issues at the property.

The applicant and objectors had been invited to attend and be represented at the meeting. Mr George Christie was in attendance as the applicant with his son, Fraser Christie. The applicant was also represented by Mr. Robin Beattie, Solicitor, Dundee. Mr Ian Wilson was in attendance as an objector to the application and as Secretary of the Drumoig Residents' Association. No other objectors to the application were in attendance.

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

8th August, 2023

9.30 a.m. – 12.20 p.m.

PRESENT: Councillors Tom Adams, Patrick Browne, Alycia Hayes, Donald Lothian, David MacDiarmid, Julie MacDougall, Nicola Patrick, Gordon Pryde and Jonny Tepp.

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

APOLOGIES: Councillors Lynn Ballantyne-Wardlaw, Sean Dillon, Gavin Ellis, Lea McLelland and Darren Watt.

OBSERVERS: Alison Higgins, Solicitor, Finance & Corporate Services and Sharon Wallace, Licensing Administrator, Police Scotland (Fife Division).

46. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 13th June, 2023.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

47. **CINEMAS ACT 1985 - VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS - IN SEPTEMBER AND NOVEMBER, 2023**

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

Decision

The Committee agreed to grant permission to allow two non-BBFC certificated films to be shown in the Byre Theatre in September and November, 2023.

48./

48. APPLICATIONS IN RESPECT OF WHICH COMMENTS HAD BEEN MADE

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

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(a)	Ryan Blaney	Taxi Driver (new application) 1 year

Decision

The Committee agreed to grant the licence.

(b)	Colin Brown	Taxi Driver (renewal) 1 year
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Motion

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

Amendment

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

Vote

Amendment – 4
Motion - 5

Decision

The Committee agreed to grant the licence.

(c)	James French	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to grant the licence with a warning.

(d)	Michael Jamieson	Taxi Driver (new application) 1 year
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The warning given to the applicants at (c), (d), (e), (f) and (i) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

49. **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.

50. **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)	Ryan Clark	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)	Bruce Davis	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to grant the licence.

(c)	Vorena Maricic	Taxi Driver (new application) 1 year
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Motion

Councillor MacDiarmid, seconded by Councillor Adams, moved that the licence be granted.

Amendment

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

Vote/

Vote

Amendment – 7
Motion - 2

Decision

The Committee agreed to grant the licence with a warning.

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

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

51. **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 Council's Lead Officer, Miscellaneous Licensing, for the application at (a) below and the representative for the applicant at (b) below thereon, dealt with the applications as shown:-

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

Decision

The Committee agreed to refuse the licence.

(b)	Alexander Nimmo	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to continue consideration of the above application to its next meeting to afford the applicant an opportunity to read information regarding consideration of his application.

The applicants and objector had been invited to attend and be represented at the meeting. The applicant at (a) was not in attendance, the applicant at (b) was in attendance and represented by Mr David Gibb, prospective employer, East Fife.

Consideration of both of the above applications was continued from the meeting held on 13th June 2023.

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 FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

29 June 2023

10.00am – 12.45pm

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, Sam Steele (substituting for Councillor Carol Lindsay), Jonny Tepp, Ross Vettraino, Craig Walker and Jan Wincott.

ATTENDING: Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Les Robertson, Head of Revenue and Commercial Services, Sharon McKenzie, Head of Human Resources, Barbara Cooper, Service Manager, Human Resources, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities) and Sheena Watson, Programme Manager; Ken Gourlay, Executive Director (Enterprise and Environment), John Mitchell, Head of Roads and Transportation Services, Nigel Kerr, Head of Protective Services, Gordon Mole, Head of Business and Employability Services, Morag Millar, Programme Manager (Strategic Growth and City Deals), Economy, Planning and Employability Services and Michael O’Gorman, Service Manager (Estates), Property Services.

APOLOGY FOR ABSENCE: Councillor Carol Lindsay.

118. DECLARATIONS OF INTEREST

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

119. MINUTE

The committee considered the minute of the Cabinet Committee meeting of 1 June 2023.

Decision

The committee agreed to approve the minute.

120. REVENUE MONITORING - PROVISIONAL OUTTURN 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 reported the provisional outturn for 2022/23.

Decision

The committee:-

- (1) noted the ongoing financial uncertainty arising from recovery from the pandemic and the current economic conditions which continued to be managed using one-off additional funding and from underspends;
- (2) noted the high-level financial position as detailed in the report;
- (3) noted that detailed monitoring reports would be submitted to the relevant scrutiny committees;
- (4) noted that £17m of general fund balances may be used for one-off investment in future; and
- (5) approved the suspension of the Budget Carry Forward Scheme for 2022/23.

121. CAPITAL INVESTMENT PLAN - PROVISIONAL OUTTURN 2022-23

The committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of the Capital Investment Plan and advising on the provisional outturn for the 2022/23 financial year.

Decision

The committee noted:-

- (1) the provisional outturn position and that the level of financial risk continued to be heightened due to high levels of inflation and supply chain challenges;
- (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.

122. COMMUNITY RECOVERY FUNDING

The committee considered a report by the Executive Director (Communities) providing an update on the use of the Community Recovery Fund to date and proposed funding for Fife wide initiatives.

Decision

The committee:-

- (1) noted the progress and spend on Area Community Recovery Funds; and
- (2) approved the provision of additional Fife wide support to community recovery.

123. RECOVERY TO REFORM - PEOPLE AND COMMUNITIES

The committee considered a report by the Executive Director (Communities) building on the previously agreed framework for Fife's recovery from the pandemic and which set the direction for further change. This was carried out in line with the medium-term financial strategy and Plan for Fife aim to improve social justice through a community wealth building approach.

Decision

The committee:-

- (1) endorsed the report as the basis for organisational change in the council over the medium-term;
- (2) noted that the current phase of redesign work would lead to proposals later this year for changes to operating arrangements; and
- (3) requested that the Chief Executive consider the organisational implications of the work detailed in the report and make representations, as appropriate, around organisation structure going forward.

124. COUNCIL TAX - CONSULTATION RESPONSE

The committee considered a report by the Head of Revenue and Commercial Services presenting a proposed response to the Scottish Government's consultation on amending the charging criteria relating to council tax for dwellings that were deemed second homes and long-term empty properties.

Decision

The committee:-

- (1) reviewed the proposed consultation responses contained within the report; and
- (2) authorised officers to submit the consultation to the Scottish Government following revisions to Questions 2, 7, 8, 9 and 10.

125. RIVER LEVEN REGENERATION - CAPITAL FUNDING

The committee considered a report by the Head of Roads and Transportation Services seeking approval to progress delivery of the initial phase of the River Leven Regeneration Programme (Leven Connectivity Projects and Riverside Park, Glenrothes) through the UK Government Levelling Up Funding (LUF) and Sustran's Places for Everyone Funding.

Decision

The committee:-

- (1) approved the option to investigate delivery of the River Leven Regeneration Programme through the SCAPE Civil Engineering Framework;

- (2) noted that delivery of the Mountfleurie Bridge was to be delivered separately through Network Rail and their contractor as an addendum to the Implementation Agreement for the River Leven Rail Bridge; and
- (3) noted that further reports would be submitted to this committee to consider the final Business Cases and delivery agreements.

126. FIFE'S DIGITAL CONNECTIVITY

The committee considered a report by the Head of Business and Employability Services outlining the council's approach to support the development of, and investment in, digital infrastructure in Fife to improve coverage to tackle areas of poor connectivity to enable a digital economy, communities and places as outlined in the report.

Decision

The committee:-

- (1) noted progress to date including the council's commitment to deliver demand stimulation and asset mapping (through the Infralink Exchange project) as detailed in Option 2 "quick wins";
- (2) agreed to proceed with the strategic intervention approach as recommended and described in Option 3 (anchor tenancy model using council premises including social housing stock and internet of things (IoT) requirements) as outlined in section 4 of the report; and
- (3) noted that the Outline Business Case for Option 3 would be subject to a further report to Cabinet Committee for approval.

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

127. OPPORTUNITIES FIFE PARTNERSHIP (OFP) EMPLOYABILITY PATHWAY 2022-25 COMMISSIONING

The committee considered a report by the Head of Business and Employability Services providing an update from the Opportunities Fife Partnership (OFP) regarding the recent commissioning of Employability Pathway activity using allocation from the No One Left Behind (NOLB), UK Shared Prosperity Fund (UKSPF) and the OFP's core budget. The committee was asked to approve the recommendations made by the OFP scoring panel and the Opportunities Fife Partnership for employability pathway delivery for the period 2023-25.

Decision

The committee:-

- (1) approved the recommended allocations to the preferred bidders for the delivery of employability activity and infrastructure support for the Employability Pathway as set out in the Appendix to this minute;
- (2) delegated to the Head of Business and Employability Services, in consultation with the Head of Finance and Head of Legal and Democratic Services, to complete all necessary contracting arrangements for the delivery of employability pathway programmes between 2023 and 2025;

- (3) delegated to the Head of Business and Employability Services, in consultation with the Opportunities Fife Partnership Executive, to amend funding levels to projects based on project performance and available resources, including such additional funding as may be made available from Scottish and UK Governments in year through No One Left Behind, UKSPF and any other relevant funding sources;
- (4) noted the consultation undertaken with service users, delivery organisations and the Opportunities Fife Partnership in the co-design of the refreshed Commissioning Framework for employability activity in Fife; and
- (5) noted the OFP Commissioning Framework for employability pathway services for the period 2023-2025 as set out in Appendix 3 to the report.

128. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE

The committee considered a report by the Head of Protective Services providing an update on the review of the Mossmorran and Braefoot Bay Community and Safety Committee as reported to the Environment and Protective Services Sub-Committee on 17 September 2020 and seeking approval for a change in the Constitution and Terms of Reference of the committee and associated groups.

Motion

Councillor David Ross, seconded by Councillor Altany Craik, moved as follows:-

"Replace recommendation (iii) with:

- (iii) agree to continue to submit an annual report to the appropriate Area and Scrutiny Committees".

Amendment

Councillor John Beare, seconded by Councillor Rosemary Liewald, moved as follows:-

"Add the words "with the report circulated to all elected members and relevant Community Councils" at the end of the motion proposed by Councillor Ross.

The Committee unanimously agreed the amended conjoined motion.

Decision

The committee:-

- (1) noted the contents of the report and, in particular, the large reduction in complaints following investment at the complex;
- (2) agreed to the proposed change in the Constitution and Terms of Reference of the Mossmorran and Braefoot Bay Community and Safety Committee and associated groups; and

- (3) agreed to continue to submit an annual report to the appropriate Area and Scrutiny Committees with the report circulated to all elected members and relevant Community Councils.

129. COUNCIL EXECUTIVE TEAM (CET) RECRUITMENT

The committee considered a report by the Head of Human Resources setting out the arrangements for the recruitment to the post of Executive Director (Enterprise and Environment) and confirming how the vacancy for the Executive Director (Education and Children's Services) would be managed.

Decision

The committee:-

- (1) agreed the recruitment strategy for the post of Executive Director (Enterprise and Environment) noting that the post would be retitled to Executive Director (Place) and that there would be a need to form an Appointments Sub-Committee;
- (2) agreed the post of Executive Director (Education and Children's Services) would be covered on a temporary basis pending a review of the wider operating model for Directorates; and
- (3) noted that a further report on organisational change linked to the senior leadership model would be submitted to Cabinet Committee in due course.

130. ATTENDANCE MANAGEMENT

The committee considered a report by the Head of Human Resources which set out the key issues impacting current absence levels and identifying a wider range of considerations on health and wellbeing. The report provided an overview of the council's attendance management strategies and presented proposals and investment to strengthen them through the creation of an Attendance Support Unit, a model which was successful in reducing absence levels previously.

Decision

The committee:-

- (1) noted the issues impacting on absence levels;
- (2) agreed the proposed approach to establish additional support within Human Resources; and
- (3) approved the proposed investment level and funding proposal.

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 paras. 8 and 9 of Part 1 of Schedule 7A of the Act.

131. DISPOSAL UPDATES - SITE SALE - ADMIRALTY ROAD, ROSYTH AND LEASE VARIATION - PITREAVIE PLAYINGFIELDS, DUNFERMLINE (PRIVATE REPORT)

The committee considered a report by the Executive Director (Enterprise and Environment) providing an update on the revised disposal terms relating to the sale of an area of land at Admiralty Road, Rosyth and the variation of the terms of lease at Pitreavie Playingfields.

Decision

The committee noted and endorsed the disposals on the terms detailed within the report.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

10 August 2023

1.00pm – 2.55pm

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

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Sharon McKenzie, Head of Human Resources, Jacqui Cameron, Service Manager and Stevie Murray, HR Lead Officer, 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; Pam Ewen, Head of Planning, Alastair Hamilton, Service Manager (Development Management) and Alison Wood, Planner, Planning Service; and Michael O’Gorman, Service Manager (Estates and Asset Management), Estates Service.

ALSO ATTENDING: Paul Wilson, Link Asset Group (for para. 136 only).

APOLOGIES FOR ABSENCE: Councillors Dave Dempsey, Judy Hamilton, Rosemary Liewald and Carol Lindsay.

132. DECLARATIONS OF INTEREST

Councillor Linda Erskine declared an interest at para. 139 – Equal Pay – as she had been a witness for the Council at the Employment Tribunal Hearing.

133. MINUTE

The committee considered the minute of the Cabinet Committee meeting of 29 June 2023.

Decision

The committee agreed to approve the minute.

134./

134. FIFE COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON PROPOSED CHANGES TO PERMITTED DEVELOPMENT RIGHTS (PHASE 3)

The committee considered a report by the Head of Planning seeking approval of a proposed response to the Scottish Government's consultation on Phase 3 Amendments to Permitted Development Rights (PDR) applying to various forms of development for both domestic and non-domestic properties. PDRs are rights to undertake different types of development and changes to land and property which individuals and businesses can undertake without requiring planning permission.

Decision

The committee:-

- (1) reviewed and approved the proposed consultation response as set out within the Appendix to the report;
- (2) authorised officers to submit the consultation to the Scottish Government; and
- (3) delegated to the Head of Planning, in conjunction with the Convener and the Finance, Economy and Strategic Planning Spokesperson, to include additional comments agreed by this committee and respond to the consultation, forwarding a copy of the response being submitted to the Scottish Government to the political group leaders.

135. CONSULTATION RESPONSE TO LOCAL LIVING AND 20-MINUTE NEIGHBOURHOODS: DRAFT PLANNING GUIDANCE

The committee considered a report by the Head of Planning seeking approval of a proposed response to the Scottish Government consultation on the draft Local Living and 20-minute Neighbourhoods: Draft Planning Guidance.

Decision

The committee:-

- (1) reviewed and approved the proposed consultation response as set out in the Appendix to the report;
- (2) authorised officers to submit the consultation to the Scottish Government; and
- (3) delegated to the Head of Planning, in conjunction with the Convener and the Finance, Economy and Strategic Planning Spokesperson, to include additional comments agreed by this committee and respond to the consultation, forwarding a copy of the response submitted to the Scottish Government to the political group leaders.

136./

136. TREASURY MANAGEMENT 2023-26

The committee considered a report by the Executive Director (Finance and Corporate Services) requesting members to adopt the Treasury Management Code 2021 for inclusion in the financial regulations and to adopt the Treasury Management Policy Statements. The report outlined the revised Treasury Management Strategy and Investment Strategy of the council following the recently approved Capital Investment Plan and sought members' approval of the associated prudential indicators.

Decision

The committee agreed to:-

- (1) adopt the Treasury Management Code 2021 Edition as published by the Chartered Institute of Public Finance and Accounting (CIPFA);
- (2) adopt the clauses in paragraph 2.1 of the report as part of the council's Financial Regulations;
- (3) adopt the Treasury Management Policy Statement;
- (4) approve the Treasury and Management Strategies;
- (5) approve the Statutory Repayment of Loans Fund Advances Policy; and
- (6) approve the revised Prudential Indicators detailed within Appendix C which were agreed at the Fife Council meeting on 22 June 2023.

The meeting adjourned at 2.00pm and reconvened at 2.10pm.

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 Part 1 of Schedule 7A of the Act (relevant paragraph numbers are detailed beside the heading to each item).

137. AFFORDABLE HOUSING PROGRAMME - LEVEN MILL, GLENROTHES (PRIVATE REPORT) (paras. 8 and 9)

The committee considered a joint report by the Head of Housing Services and the Head of Property seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24), to purchase affordable homes for social rent at Leven Mill, Glenrothes.

Decision

The committee authorised the Head of Legal and Democratic Services to enter into legally binding agreements, on terms to their satisfaction, for the acquisition of newly constructed affordable homes at Leven Mill, Glenrothes.

138./

138. AFFORDABLE HOUSING PROGRAMME - MAIN ROAD, GAULDRY (PRIVATE REPORT) (paras. 8 and 9)

The committee considered a joint report by the Head of Housing Services and the Head of Property seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24), to conclude legally binding agreements for the acquisition of land and the delivery of affordable (older persons) homes for social rent and an employee welfare unit at Main Road, Gauldry.

Decision

The committee:-

- (1) agreed to purchase land at Main Road, Gauldry for affordable housing in accordance with the policy framework established by the 2023/24 Strategic Housing Investment Plan (SHIP); and
- (2) noted that, following purchase, the council would enter into a Design and Build contract for the development of new affordable homes and an employee welfare unit at the site at Main Road, Gauldry for a total indicative price (including the land acquisition) recognising that the figure may be adjusted as detail of the proposal was finalised.

Councillor Linda Erskine, having declared an interest in the following item, left the meeting at this stage.

139. EQUAL PAY (PRIVATE REPORT) (paras. 11 and 12)

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the outcome of the Employment Tribunal determination of the equal pay claims against Fife Council on behalf of current and former Fife Council employees.

Decision

The Committee:-

- (1) noted the decision of the Employment Tribunal;
- (2) accepted the advice on options and next steps, as informed by the council's independent legal adviser and officers; and
- (3) agreed all other recommendations contained within the report.

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

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

30 June 2023

10.00 am - 1.00 pm

PRESENT: Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Gary Holt, Sarah Neal, Gordon Pryde and Ross Vettraino (substituting for Anne Verner).

ATTENDING: Eileen Rowand, Executive Director, Finance and Corporate Services; Elaine Muir, Head of Finance; Les Robertson, Head of Revenue and Commercial Services; Pamela Redpath, Service Manager – Audit and Risk Management Services; Laura Robertson, Finance Operations Manager; Anne Bence, Accountant; Paul Noble, Accountant; Paul Vaughan, Head of Communities and Neighbourhoods; Joan Lamie, Service Manager (Housing Estates and Safer Communities); Gavin Smith, Service Manager (Housing Management Executive); Susan Keenlyside, Service Manager, Sustainable Transport and Parking; John Rodigan, Head of Environment and Building Services; John Mitchell, Head of Roads and Transportation Services; Alan Paul, Head of Property Services; Tariq Ditta, Head of Facilities Management Services; Lindsay Thomson, Head of Legal and Democratic Services; Helena Couperwhite, Manager – Committee Services; and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Nick Bennett, Engagement Lead, Azets Audit Services.

APOLOGIES FOR ABSENCE: Councillors Tom Adams and Ann Verner.

43. DECLARATIONS OF INTEREST

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

44. MINUTE

The Committee considered the minute of the Standards, Audit and Risk Committee meeting on 25 May 2023.

Arising from the minute, in relation to Para 39 (2) – (2022/23 Issued Audit Reports) - concerns were raised in relation to ensuring that new staff within Education and Children's Services and Health Social Care and current staff, were all registered with the Scottish Social Services Council (SSSC) identified as part of the five recommendations (one being critical) in the audit process. Assurance was requested from the Service Manager, Audit and Risk Management Services, for confirmation that these five recommendations, had been implemented by the deadline of 30 June 2023.

Decision

The committee:-

- (1) requested a report for consideration at its meeting on 17 August 2023 providing an update on the registration of staff with the SSSC, as part of the five recommendations; and
- (2) agreed to approve the minute.

45. 2021/22 AND 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 its meeting on 25 May 2023. The report also highlighted any areas of concern and if applicable, instances where Services were not taking appropriate action.

Decision

The committee:-

- (1) noted the contents of the report and the summary of findings detailed at Appendix 1 of the report;
- (2) requested a briefing note for members, detailing issues and challenges relating to the operation of and maintenance on hybrid (hydrogen/ diesel) vehicles following concerns on reliability – the convener to liaise with the convener of the relevant scrutiny committee to determine whether any scrutiny was required;
- (3) requested a briefing note for members detailing the number of vacant surplus properties owned by the council, why they were vacant and any action the council was taking regarding disposals; and
- (4) requested a briefing note for all members providing detail on sundry debt collection, relating to the number of invoices raised and issued to home owners/occupiers requesting payment for joint repairs on partly owned council property, to include the number of invoices paid by home owners/occupiers.

46. 2022/23 INTERNAL AUDIT ANNUAL REPORT

The committee considered a report by the Service Manager, Audit and Risk Management Services, providing the 2022/23 Internal Audit Annual Report including an independent annual internal audit opinion on the overall adequacy and effectiveness of the organisation's governance, risk management and control framework. Also included in the report was a summary of the key activities of Audit Services from which the opinion was derived.

Decision

The Committee:-

- (1) noted the contents of the report; and

- (2) commended the effective controls and operations implemented by the Service Manager, Audit and Risk Management Service and team, to provide reasonable assurance on the adequacy and effectiveness of the Council's framework of governance, risk management and control.

Committee adjourned at 11.20 am and the Committee reconvened at 11.30 am.

47. ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31 MARCH 2023

The committee considered a report by the Executive Director, Finance and Corporate Services presenting the Annual Governance Statement for consideration, approval and inclusion in the unaudited Annual Accounts for the year ended 31 March 2023.

Decision

The Committee:-

- (1) noted the contents of the report;
- (2) approved the Annual Governance Statement, attached as an Appendix to the report and
- (3) noted that, following approval, the Executive Director, Finance and Corporate Services would include the Annual Governance Statement in the Annual Accounts for the year to 31 March 2023.

48. FIFE COUNCIL UNAUDITED ANNUAL ACCOUNTS 2022-23

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the unaudited accounts for Fife Council and its group for 2022-23.

Decision

The committee:-

- (1) considered and noted the draft unaudited accounts for Fife Council and its group for 2022-23;
- (2) requested a briefing note for all members on concession service charges featured in the annual accounts, with consideration to be given on the requirement for a workshop; and
- (3) requested the updated annual governance statement be included in the draft annual accounts.

Cllr Al Clark left the meeting during consideration of the above item.

49. FIFE COUNCIL CHARITABLE TRUSTS - UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS 2022-23

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the unaudited annual accounts and financial statements for Fife Council Charitable Trusts for 2022-23.

Decision

The committee considered and noted the unaudited annual accounts and financial statements for Fife Council Charitable Trusts for 2022-23.

50. RISK MANAGEMENT UPDATE

The committee considered a report by the Service Manager, Audit and Risk Management Services relating to an update to the Council's Risk Management Policy and Strategy document and providing an update on progress made towards implementing the Risk Management Improvement Plan (RMIP) and Roll Out Plan. The report also included an update on the level of risk within the Council's Strategic Risk Register as of 29 May 2023.

Decision

The committee:-

- (1) approved the council's revised Risk Management Policy and Strategy, which included the new Risk Impact Assessment Matrix as detailed at Appendix A to the report;
- (2) noted the content of the RMIP and status of actions, detailed at Appendix B to the report;
- (3) noted the summarised content and progress of the Roll Out Plan, detailed at Appendix C to the report;
- (4) approved the council's Strategic Risk Register following the most recent review, detailed at Appendix D to the report and noted that the Strategic Risk Register would be continuously reviewed and updated where appropriate;
- (5) noted the planned comprehensive review of the risks within the Strategic Risk Register (SRR); and
- (7) noted that further updates on Risk Management arrangements would be provided throughout 2023/24 in line with the Policy and Strategy document.

Councillor Graeme Downie left the meeting during consideration of the above item.

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

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

17 August 2023

10.00 am – 10.45 am

PRESENT: Councillors Dave Dempsey (Convener), Al Clark, Graeme Downie, Gary Holt, Sarah Neal, Gordon Pryde, Ann Verner and Ross Vettraino (substituting for John Beare).

ATTENDING: Elaine Muir, Head of Finance, Pamela Redpath, Service Manager, Audit and Risk Management Services; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager, Committee Services, Wendy MacGregor, Committee Officer and Fiona Smyth, Data Protection Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Tom Adams, Lesley Backhouse and John Beare.

51. DECLARATIONS OF INTEREST

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

52. MINUTE

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee meeting of 30 June 2023.

Decision

The committee:-

- (1) noted in relation to para. 45(2), that members had received a briefing note on issues and challenges with the operation and maintenance of hybrid (hydrogen/diesel) vehicles and that the Convener of the Environment, Transportation and Climate Change Scrutiny Committee had agreed to include hybrid vehicles as a future scrutiny item; and
- (2) agreed to approve the minute.

53. DATA PROTECTION REPORT ANNUAL REPORT 2022/23

The committee considered an annual report by the Data Protection Officer, Legal and Democratic Services highlighting key data protection statistics for Fife Council, major developments in relation to data protection law and practice and Fife Council data protection priorities, for the period 1 April 2022 – 31 March 2023.

Decision

The committee:-

- (1) noted the work undertaken across the council to ensure continued compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018;
- (2) acknowledged the work of the Data Protection Team, providing continued support to services across the council to develop processes and embed systems which would comply with the councils data protection obligations;
- (3) noted the performance detailed in the report; and
- (4) noted that a training package was being considered for all elected members on Data Protection (including responsibilities and roles as a data controller) and Freedom of Information and would be delivered by Legal and Democratic Services in the future.

54. 2023/24 ISSUED AUDIT REPORTS

The committee considered a verbal update by the Service Manager, Audit and Risk Management Services, advising that formal issued audit reports were unavailable and would be presented to the next meeting of the committee.

In relation to the follow up of outstanding actions in relation to Safeguarding, the field work for the audit report had been completed and there had been significant improvement through work carried out by Education and Children's Services and Health and Social Care.

All recommendations requested by Audit and Risk Management Services had been fully implemented, with the exception of one outstanding action which was in progress, to update all relevant role profiles stating that individuals must be Scottish Social Services Council (SSSC) registered within 6 months of employment. Management in both services, had been asked to explore options to update the role profiles by 31 May, which had also been completed.

The Service Manager, Audit and Risk Management Services provided confirmation to the committee that members of staff not currently SSSC registered, were not considered a significant risk due to the enhanced internal control mechanisms in place (risk assessments etc) and the requirement to be registered with the SSSC was included within the relevant Fife Council job adverts. A further report would be submitted for consideration to a future committee meeting.

Decision

The committee noted the verbal update from the Service Manager, Audit and Risk Management Services.

55. AUDIT SCOTLAND'S FRAUD AND IRREGULARITY ANNUAL REPORT 2022/23

The committee considered a report by the Service Manager, Audit and Risk Management Services providing a summary of the national report compiled by Audit Scotland for public bodies and auditors.

Decision

The committee noted the contents of Audit Scotland's 2022/23 Annual Report on Fraud and Irregularity detailed at Appendix A to the report.

56. FIFE IJB 2022/23 ANNUAL INTERNAL AUDIT REPORT

The committee considered a report by the Service Manager, Audit and Risk Management Services for information only, on the Fife Integration Joint Board (IJB) 2022/23 Annual Internal Audit Report.

Decision

The committee noted the contents of the Fife Integration Joint Board (IJB) 2022/23 Annual Internal Audit Report detailed at Appendix 1 to the report.

57. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME

The committee considered the Standards, Audit and Risk Committee forward work programme.

Decision

The committee:-

- (1) noted the contents of the Standards, Audit and Risk Committee Forward Work Programme; and
- (2) noted that the Annual Accounts were expected to be submitted for consideration to the committee meeting on 28 September 2023 by the external auditors and that confirmation would be issued to members in the event that the meeting on 30 October was not required and would be cancelled.

THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING

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

23 June 2023

10.00 am – 12.30 pm

PRESENT: Committee - Councillors Dave Dempsey (Convener), David Alexander, Lynn Mowatt, Sarah Neal, Nicola Patrick, Gordon Pryde and Jonny Tepp.

Fife Pension Board - Councillor Tom Adams, Councillor Lynn Ballantyne-Wardlaw, Ian Dawson, Gail Dunn; Robert Graham and Vicki Wyse.

ATTENDING: Eileen Rowand, Executive Director of Finance and Corporate Services; Elaine Muir, Head of Finance; Laura Robertson, Finance Operations Manager; Pamela Redpath, Service Manager - Audit and Risk Management Services; Anne Bence; Accountant; John Mackie, Team Manager - Transactions Team; Karen Balfour, Lead Officer - Banking and Investment; Martin Kotlewski, Service Manager - BTS Solutions and Service Assurance and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Rob Bilton, Actuary, Hymans Robertson LLP; Albert Chen, Portfolio Manager and Bruce Miller, Chief Investment Officer, Lothian Pension Board; John McCallum, Glasgow City Council and Clare Scott, Independent Professional Observer.

APOLOGIES FOR ABSENCE: Committee - Councillors Colin Davidson and Sean Dillon.

Fife Pension Board - Ross Hugh and Colin Paterson.

51. DECLARATIONS OF INTEREST

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

52. MINUTE

The Committee considered:-

- (a) the minute of the meeting of the Pensions Committee of 28 March 2023.

Decision

The Committee agreed to approve the minute of the Pensions Committee meeting of 28 March 2023.

- (b) the Fife Pension Board comments arising from the meeting on 28 March 2023.

Decision

The Committee:-

- (1) noted the comments from the Fife Pension Board from the meeting of the Pensions Committee on 28 March 2023; and
- (2) requested any suggestions for avenues in which the Pension Fund could invest locally, preferably within Fife, be submitted to the Head of Finance, with the caveat that the investment must be able to generate a return.

53. UPDATE ON 2022/23 FIFE PENSION FUND INTERNAL AUDIT PLAN AND 2022/23 ISSUED AUDIT REPORTS

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on progress towards delivering the 2022/23 Pension Fund Internal Audit Plan and summary of findings from the Internal Audit Reports finalised since the last meeting of the Pensions Committee.

Decision

The Committee:-

- (1) noted the contents of the report; and
- (2) acknowledged the update on progress towards delivery of the 2022/23 Internal Audit Plan at Appendix A to the report and summary of findings at Appendix B to the report.

54. COST TRANSPARENCY AND CEM BENCHMARKING

The Committee considered a report by the Head of Finance providing an annual update in respect of Cost Transparency for Fife Pension Fund, detailing the disclosure in the Annual Report and Accounts and participation in the Cost Transparency Initiative (CTI). Also included in the report were details of the Fund's results from the annual CEM Benchmarking.

Decision

The committee noted the contents of the report.

55. PENSION FUND TRAINING AND DEVELOPMENT

The Committee considered a report by the Head of Finance which reviewed performance and progress in respect of implementation of the training policy for members of the Pensions Committee and Fife Pension Board and highlighted the requirement for all pension committee and board members to undertake the Pension Regulator online learning toolkit.

Decision

The Committee:-

- (1) noted that a varied training programme had been provided over the last financial year on a range of topics;

- (2) noted the requirement for members of the Committee and the Board to meet the minimum level of 14 hours training ;
- (3) agreed to undertake the required level of training and to provide details of doing so, including the Pension Regulators toolkit; and
- (4) noted that options in respect of adherence to the training policy would be considered at a future meeting.

56. EXTERNAL QUALITY ASSESSMENT (EQA) OF FIFE COUNCIL'S AUDIT SERVICES

The Committee considered a report by the Service Manager, Audit and Risk Management Services presenting a report by Aberdeenshire Council's Chief Internal Auditor on the External Quality Assessment of Fife Council's Audit Services.

Decision

The Committee noted the content of the External Quality Assessment report, submitted to Fife Council's Standards, Audit and Risk Committee meeting on 25 May 2023.

57. 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 had been reviewed and updated scores provided to reflect the internal controls in place.

Decision

The Committee:-

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

58. PENSIONS COMMITTEE WORK PROGRAMME

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:-

- (1) the agenda planning document; and
- (2) that Fife Pension Board would consider formalising a workplan for the Board's reporting structure, that could be fed into the Committee reporting cycle.

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 it involved the likely disclosure of exempt information as defined in paragraph 6 of part 1 of schedule 7a of the Act.

59. COST TRANSPARENCY

The Committee considered a report by the Head of Finance, which complemented the previous report considered at Paragraph 54 above – Cost Transparency and CEM Benchmarking - and provided a more detailed analysis of the Pension Fund Management Costs by providing a breakdown per manager.

Decision

The Committee:-

- (1) noted the contents of the report; and
- (2) noted the actions taken in respect of fees.

60. FIFE PENSION FUND INVESTMENT UPDATE

The Committee considered a report by the Head of Finance providing an overview of the Fund's investments and performance at 31 March 2023. A verbal update highlighting any exceptional items following manager monitoring activity was provided.

Decision

The Committee noted:-

- (1) the Fund's strategic asset allocation and current allocations relative to target;
- (2) the value of the Fund's assets on 31 March 2023 after returning 2.7% over the quarter;
- (3) that the Fund was making steady progress towards its target allocations; and
- (4) that longer term absolute returns were strong and relative returns were above both the asset and liability benchmarks.

The Committee adjourned at 11.40 am and reconvened at 11.50 am.

61. FIFE PENSION FUND ACTUARIAL VALUATION 31 MARCH 2023 - ASSUMPTIONS

The Committee considered a report by the Head of Finance outlining progress in relation to the triennial actuarial valuation and provided the planned timeline to ensure that the valuation was completed and agreed by the statutory deadline of 31 March 2024. The report also outlined work done on reviewing valuation assumptions and the recommended approach to assumption setting.

Decision

The Committee: -

- (1) noted the work carried out in preparation for the actuarial valuation as at 31 March 2023; and
- (2) agreed the recommended assumptions set out on page 3 of Appendix 1 to the report, as listed below, which included an amendment to the recommendation for the Assumption - Discount rate, to read – ‘in excess of 1.9% above the risk free rate’:-

Assumption	Recommendation
Future Investment return	Based on Hymans Robertson ESS model updated to latest market condition
Discount rate	In excess of 1.9% above the risk free rate
CPI inflation	Based on Hymans Robertson ESS model
Salary Increases	Retain 0.5% above CPI
Baseline longevity	Based on club vita analysis updated to reflect non-COVID experience
Future improvements in longevity	Updated to CMI 2021 model with 10% weight on 2020 & 2021 data with long term improvement of 1.5%
Demographic assumptions	Adopt Hymans proposed demographic assumptions

THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING

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

30 June 2023

2.00 pm – 3.20 pm

PRESENT: Committee - Councillors Dave Dempsey (Convener), David Alexander, Lynn Mowatt, Sarah Neal, Gordon Pryde and Jonny Tepp.

Fife Pension Board - Gail Dunn, Robert Graham, Ross Hugh and Vicki Wyse.

ATTENDING: Eileen Rowand, Executive Director – Finance and Corporate Services; Elaine Muir, Head of Finance; Laura Robertson, Finance Operations Manager; Pamela Redpath, Service Manager - Audit and Risk Management Services; Anne Bence, Accountant; Helena Couperwhite, Service Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Nick Bennett, Engagement Lead, Azets and Albert Chen, Portfolio Manager, Lothian Pension Fund.

APOLOGIES FOR ABSENCE: Committee – Councillors Colin Davidson, Sean Dillon and Nicola Patrick.

Fife Pension Board - Councillors Tom Adams and Lynn Ballantyne-Wardlaw, Ian Dawson and Colin Paterson.

62. DECLARATIONS OF INTEREST

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

63. 2022/23 INTERNAL AUDIT ANNUAL REPORT

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an independent annual internal audit opinion on the overall adequacy and effectiveness of the organisation's governance, risk management and control framework, including a summary of the key activities of Audit Services during the period from which the opinion was derived.

Decision

The Committee noted the contents of the report.

64. ANNUAL GOVERNANCE STATEMENT

The Committee considered a report by the Chief Executive presenting the Pension Fund Annual Governance Statement for inclusion in the Pension Fund Annual Report and the annual accounts. The report also included background detail on the processes adopted in preparation of the Pension Fund Annual Governance Statement, the Governance Statement was appended to the report for approval.

Decision

The Committee:-

- (1) noted the contents of the report; and
- (2) approved the draft Pension Fund Governance Statement, attached as an appendix to the report.

65. FIFE PENSION FUND DRAFT ANNUAL REPORT AND ACCOUNTS

The Committee considered a report by the Executive Director, Finance and Corporate Services presenting the unaudited Annual Report and Accounts for Fife Pension Fund for the financial year 2022 to 2023.

Decision

The Committee:-

- (1) considered and noted the unaudited Annual Report and Accounts for Fife Pension Fund for the financial year 2022-23;
- (2) commended the Head of Finance and staff across the Finance Service, for their contribution and input during a challenging period and for the timeous production of the Draft Fife Pension Fund Accounts.

66. 2023/24 INTERNAL AUDIT PLAN

The Committee considered a report by the Service Manager, Audit and Risk Management Services presenting the Fife Pension Fund's Internal Audit Plan for the 2023/24 financial year.

Decision

The Committee approved the 2023/24 Internal Audit Plan as detailed at Appendix A to the report.

67. 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 including an update on other activities undertaken by the team over the quarter to 31 March 2023.

Decision

The Committee:-

- (1) acknowledged the level of quarterly performance relative to the target and to the same quarter of the previous year;
- (2) noted the range of additional activities carried out by the team over the last quarter; and
- (3) approved the proposed set of Key Performance Indicators (KPIs) which would be presented for 2023-24, as detailed at Appendix B to the report.

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

30 August 2023

2.00 pm – 4.05 pm

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

ATTENDING: Dawn Jamieson, Safer Communities Team Manager, Brian Westwater, Safer Communities Lead Officer, Housing Services; Norman Laird, Community Manager (Glenrothes), Chris Mieзитis, Area Community Development Team Manager, Communities; Rick Haynes, Lead Consultant, Flooding, Shoreline & Harbours; Steven Sellars, Lead Consultant, Road Safety & Travel Planning; Paul Hocking, Co-ordinator - Asset Management & Programme Development, Roads & Transportation Services; and Emma Whyte, Committee Officer, Legal & Democratic Services.

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 impending closure of the three crossings at Waukmill, Doubledykes and Durievale in advance of the reopening of the Levenmouth Rail Link and moved its consideration, in terms of the relevant Standing Order, to allow the Committee to discuss options with the project sponsor. This was unanimously agreed. This item was considered after item 11 on the agenda (Para. 72 below).

62. DECLARATIONS OF INTEREST

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

63. MINUTE

The committee considered the minute of the Glenrothes Area Committee of 24 May 2023.

Decision

The committee agreed to approve the minute subject to clarification of the Community Recovery Fund in Para 49.

64. GLENROTHES FLOOD STUDY - SUMMARY FINDINGS

The committee considered a report by the Head of Roads and Transportation Services relating to the outcomes of the Glenrothes Flood Study.

Decision

The committee noted:-

- (1) the status of the Glenrothes Flood Study as being concluded;
- (2) the summary findings of the Glenrothes Flood Study as outlined in the report; and

- (3) that flood mitigation recommendations extended to enhanced watercourse maintenance in a number of locations, to be taken forward by Fife Council.

65. 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 1 April 2022 to 31 March 2023.

Decision

The committee noted the activity to date as detailed in the report.

66. PROPOSED WAITING RESTRICTIONS – IONA PARK, PITCOUDIE AVENUE AND PITCOUDIE AVENUE LOCKUPS

The committee considered a report by the Head of Roads and Transportation Services proposing the introduction of “No Waiting at Any Time” restrictions on Iona Park, Pitcoudie Avenue and at the Pitcoudie Avenue lockup site.

Decision

The committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/23/40_2 and TRO/23/40_3 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

67. PROPOSED 20MPH LIMIT - AT NEW DEVELOPMENT OFF A911 KINROSS ROAD, LESLIE

The committee considered a report by the Head of Roads and Transportation Services seeking approval of a new 20mph speed limit in the proposed development west of Leslie cemetery.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO23_30 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

68. AREA ROADS PROGRAMME 2022/23 – FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices.

69. SUPPORTING THE PLAN 4 GLENROTHES AREA: COMMUNITY RECOVERY FUND

The committee considered a report by the Head of Communities and Neighbourhoods seeking funding from the Community Recovery Fund (CRF) for the Glenrothes area for various projects.

Members highlighted that a project had been omitted from the report requesting funding from the Community Recovery Fund – YMCA Addressing Poverty Through Music – which they had agreed to support.

Decision

The committee agreed to approve the following amounts from the CRF for the Glenrothes area:-

- Gingerbread Minis: £16,562.80;
- Cadham Neighbourhood Centre Access: £25,000;
- Milton of Balgonie Play Area: £20,000;
- Fife Big Hoose Hub – Glenrothes Coordinator: £18,730;
- Glenrothes Against Poverty Partnership: LifeSkills Glenrothes: £14,940; and
- YMCA Addressing Poverty Through Music: £27,316.

70. PROPERTY TRANSACTIONS

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

Decision

The committee noted the contents of the report.

71. GLENROTHES AREA COMMITTEE WORK PROGRAMME

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

Decision

The committee:-

- (1) noted the draft workplan; and
- (2) agreed that committee members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to include on the workplan, within the remit of the Committee.

72. URGENT MOTION/NOTICE TO RESCIND

In terms of Standing Order 42.2, the following notice of motion was submitted:-

Councillor Wilson, seconded by Councillor Vettraino, moved as follows:-

“Given the recent declaration by Network Rail of their intent to close the three crossings at Waukmill, Doubledykes and Durievale in advance of the reopening of the Levenmouth Rail Link, in terms of section 42 of the Standing Orders, the Committee is asked to recall the motion it agreed on 22 March 2023 (Para 49 of 2023.GAC.21).

As this is a material change in circumstances and new information, the Convener is content to accept the motion for deliberation within the six month period of the matter being previously considered by Glenrothes Area Committee.

The Committee is concerned that there has been no visible progress to resolve the long-term maintenance of these crossings. Committee seeks the attendance of representatives of the project sponsors; Network Rail, Transport Scotland, SEStran and Fife Council with the Committee before or at the next meeting of the Committee, to consider what actions can be taken to safely maintain the crossings.

Committee also requests the Convener to write to the Minister responsible for Transport in Scotland and the Minister responsible for Network Rail, to establish what options can be explored to retain the rights of way/crossings.”

Decision

The committee agreed the urgent motion unanimously.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING

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

21 June, 2023

1.35pm – 1.40pm

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

ATTENDING: David Paterson, Community Manager (Area), Communities and Neighbourhoods; Phil Clarke, Programme Manager Levenmouth Reconnected Blueprint, Susan Keenlyside, Service Manager, Sustainable Transport & Parking, Roads & Transportation Service and Michelle Hyslop, Committee Officer, Committee Services.

APOLOGIES FOR ABSENCE: Councillors Tom Adams and Eugene Clarke.

78. DECLARATIONS OF INTEREST

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

79. MINUTE

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 31 May 2023.

Decision

The Committee agreed to approve the minute.

80. LEVENMOUTH RECONNECTED PROGRAMME GRANT AWARDS

The Committee considered a report by the Head of Roads and Transportation, asking members to consider the projects recommended for funding from the third round of the Levenmouth Reconnected Programme Large Grants fund and detailed the progress of the small grants programme.

Decision

The Committee agreed to: -

- (1) approve the funding for Mountfleurie Industrial Estate Site Servicing project as detailed in Appendix 1 and 2 from the Levenmouth Reconnected Programme fund; and
- (2) increase the small grants fund by a further £50,000 from the Levenmouth Reconnected Programme fund.

81. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered a report by the Executive Director of Finance and Corporate Services in support of the Committee's consideration of the Levenmouth Area Committee Forward Workplan.

Decision

The Committee reviewed and agreed on the content of the forward work plan for the Levenmouth Area Committee.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

30 August 2023

9.30 am – 10.25 am

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

ATTENDING: Paul Hocking, Co-ordinator (Asset Management and Programme Development), Phil Clarke, Programme Manager and Eva Martinez, Technician Engineer (Traffic Management), Roads and Transportation Service; David Paterson, Community Manager (Levenmouth Area), Communities and Neighbourhoods Service; and Michelle McDermott and Kerry Elliott, Committee Officers, Legal and Democratic Services, Finance and Corporate Services.

82. DECLARATIONS OF INTEREST

Councillor David Alexander declared an interest at para. 87 – Supporting the Local Community Plan – Combined Report – Community Recovery Fund and Local Community Planning Budget Funding Requests – as he was a Board Member of Largo Library.

83. MINUTE

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 21 June 2023.

Decision

The committee agreed to approve the minute subject to an amendment to add Councillor O'Brien's name to the sederunt as attending.

84. AREA ROADS PROGRAMME 2022/23 – FINAL REPORT

The Committee considered a report by the Head of Roads and Transportation Services advising members on the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices.

85. PROPOSED WAITING RESTRICTIONS - LEVENMOUTH RAIL LINK CAR PARK AND PROMENADE, LEVEN

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce parking restrictions on the Levenmouth Rail Link Car Park and the Promenade, Leven.

Decision

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing nos. Leven-CP-0011 and TRO/23/20 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

86. PROPOSED 20 MPH ZONE – KIRKLAND PARADE, METHIL BRAE AND METHILHAVEN ROAD, METHIL

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 20mph zone on Kirkland Parade, Methil. The proposal also included the removal of a part-time 20mph speed limit on Methil Brae and Methilhaven Road, Methil and its replacement with a permanent 20mph limit on Methil Brae.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/23/17 with all ancillary procedures;
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections; and
- (3) agreed that a further report be submitted back to committee on a 20mph TRO at Methilhaven Road, Methil following consultation with colleagues overseeing the Active Travel and Walking to School Programmes.

Councillor David Alexander, having declared an interest relating to Largo Library within the following report, left the meeting for that item.

87. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN - COMBINED REPORT - COMMUNITY RECOVERY FUND & LOCAL COMMUNITY PLANNING BUDGET FUNDING REQUESTS.

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of proposals to allocate funds from the Community Recovery Fund (CRF) and the Local Community Planning Budget and Anti-Poverty budget (LCPB) totalling £329,100 towards a range of projects that met the criteria for CRF spend and supported the core aims of the Levenmouth Local Action Plan. The report also sought agreement for discussions to continue with applicant groups to develop their proposals prior to coming back to the Area Committee for funding at a later date.

Decision

The committee agreed to approve contributions from the CRF and LCPB budgets as detailed below:-

- (1) Participatory Budget approach - £30,000 (LCPB Anti-Poverty)

- (2) Modular Changing Unit, Herd Park, Methilhill - £100,000 – agreed in principle subject to an appropriate source of funding being identified
- (3) Summer Activity Costs - Community Learning and Development - £15,000 (LCPB Anti-Poverty)
- (4) Eastvale FC, Windygates Fire Damage – Demolition Costs - £8,500 (LCPB Ward 21)
- (5) Network Rail/QTS Training Proposal - £10,000 (LCPB Anti-Poverty)
- (6) Methilhill Community Children’s Initiative (MCCI) – Assistance with Vandalism Costs - £6,900 (LCPB Anti-Poverty)
- (7) Green Skills Academy – River Leven/Silverburn Area Projects - £100,000 (LCPB Anti-Poverty)
- (8) Christmas Lighting Upgrade Leven High Street - £15,000 (CRF Budget)
- (9) Dog Exercise Area at Taylor Park, Methil - £8,500 (LCPB Ward 22)
- (10) Memorial Park, Methil Lighting - £20,000 (LCPB Ward 22)
- (11) Largo Library and Community Hub Heating Upgrade - £8,000 (CRF Budget)
- (12) Buckhaven Baptist Church Upgrade Work - £6,200 (LCPB Anti-Poverty)
- (13) Green Health Partnership – agreed that officers continue discussions with the applicant group
- (14) Development Worker for East Fife Community Football Club – agreed that officers continue discussions with the applicant group
- (15) Digital Inclusion Project YMCA – noted the postponement of consideration of this project until financial year 2024/25

Councillor David Alexander rejoined the meeting following consideration of the Largo Library item.

88. LEVEN COMMON GOOD FUND – APPLICATION FOR ASSISTANCE

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of a contribution of £10,000 from the Leven Common Good Fund in favour of Fife Employment Access Trust (FEAT) in line with the formal Common Good application previously distributed to elected members and Leven Community Council.

Decision

The committee agreed to a contribution of £10,000 from the Leven Common Good Fund to FEAT to assist with the larger Heart Mind and Soul project at Silverburn with a focus on the Flax Mill regeneration project.

89. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee:-

- (1) noted the Levenmouth Area Committee Forward Work Programme;
- (2) agreed that a report be submitted to a future meeting of the committee on a 20mph TRO at Methilhaven Road, Methil as agreed at para. 86 above;
and
- (3) agreed that members would advise the Convener of any additional items to be included on the Forward Work Programme within the remit of this committee which would be further updated as appropriate.

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

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

15 August, 2023

9.30am – 11.30am

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 and Lindsay Gilfillan, Project Manager, Communities and Neighbourhoods Service; Sunil Varu, Economy Adviser (Town Centre Development), Business and Employability Services; Lynne Johnston, Area Housing Manager, Housing Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

79. DECLARATIONS OF INTEREST

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

80. MINUTE

The committee considered the minute of the meeting of City of Dunfermline Area Committee of 6 June 2023.

Decision

The committee agreed to approve the minute.

81. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE CHRISTMAS LIGHTING CONTRACT

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £25,000 from the Dunfermline area wide budget to commission Christmas lighting in Dunfermline city centre.

Decision

The committee agreed a contribution of £25,000 from the Dunfermline area wide budget to commission Christmas lighting in Dunfermline city centre.

82. LOCAL COMMUNITY PLANNING BUDGET REQUEST - FIRE STATION CREATIVE FACADE RESTORATION

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £8,016 from the Dunfermline area wide budget to carry out necessary repairs to the Fire Station building in order to maintain public safety.

Decision

The committee agreed a contribution of £8,016 from the Dunfermline area wide budget to ensure necessary repairs are carried out on the Fire Station building.

83. LOCAL COMMUNITY PLANNING BUDGET REQUEST - BRANCHING OUT – WELLBEING THROUGH HERITAGE

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution of £19,910 from the Dunfermline area wide budget to develop the innovative green health referral programme of woodland activities - Branching Out - for the Dunfermline area.

Decision

The committee agreed to a contribution of £19,910 from the Dunfermline area wide budget to develop the Branching Out programme in Dunfermline.

84. PLAN 4 DUNFERMLINE - DUNFERMLINE AREA LOCAL COMMUNITY PLAN 2023 - 2024

The committee considered a report by the Head of Communities and Neighbourhoods Service which provided members with an update on the Plan 4 Dunfermline - Dunfermline Area Local Community Plan 2023 to 2024 incorporating the recommendations from the City Conference.

Decision

The committee agreed that:-

- (1) a full proposal for the process to agree the 2023 – 2024 priorities for the Dunfermline Local Community Plan be submitted for approval at the next City of Dunfermline Area Committee in October, 2023;
- (2) the report on the findings of the City Centre Conference held in June, 2023 be amended to change the emphasis from being on smart cities to a wellbeing city; and
- (3) a workshop be arranged for members to provide further information on the concept of smart cities.

85. AREA HOUSING PLAN UPDATE - 2023 TO 2026

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

Decision

The committee:-

- (1) approved the Dunfermline Area Housing Plan for 2023 – 2026; and
- (2) noted that an update on Touch Regeneration would be submitted to the next meeting of the City of Dunfermline Area Committee in October, 2023.

The meeting adjourned at 11.00am and reconvened at 11.10am.

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

86. COMPLAINTS UPDATE - 1 APRIL 2022 TO 31 MARCH 2023

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 1 April 2022 to 31 March 2023.

Decision

The committee noted the content of the report.

87. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME

Decision

The committee reviewed the City of Dunfermline Area Forward Work Programme 2023 – 2024 and agreed the following reports be added to the work programme:-

- Full proposal for the process to agree the 2023 – 2024 priorities for the Dunfermline Local Community Plan.
- Update on Touch Regeneration.

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING

Small Committee Room, Floor 1, Town House, Kirkcaldy

29 August 2023

2.05 pm - 3.40 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 and David Ross.

ATTENDING: Julie Dickson, Community Manager (Kirkcaldy Area), Andy MacLellan, Community Projects Team Manager, Communities and Neighbourhoods; Paul Hocking, Co-ordinator - Asset Management and Programme Development, Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Services; Elaine Campbell, Housing Team Manager, Housing Services; Archie Melville, Team Manager (Street Cleansing), Environment and Building Services and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda.

59. DECLARATIONS OF INTEREST

Councillor Alistair Cameron declared an interest in Para. 63 - Proposed Parking Restrictions - Ravenscraig Flats and Mid Street, Kirkcaldy - being a resident of the area and left the meeting for the duration of the item, taking no part in the discussions or voting on the item.

60. MINUTE OF MEETING OF KIRKCALDY AREA COMMITTEE OF 6 JUNE 2023.

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 6 June 2023.

Decision

The committee agreed to approve the minute.

61. AREA ROADS PROGRAMME 2022-23 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2022-23 Area Roads Programme.

Decision

The committee noted the contents of the report and appendices.

62. AREA HOUSING PLAN 2023-26

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan setting out

area performance, service delivery and highlighting key housing issues following consultation with key stakeholders.

Decision

The committee:

- (1) noted the information contained in the additional appendix "Normalisation statement for Area Lettings Plan" which had been circulated to members separately from the published agenda;
- (2) approved the Kirkcaldy Area Housing Plan for 2023 – 2026; and
- (3) agreed that an update report would be submitted to the meeting on 19 December 2023 and that six monthly reports would be considered going forward.

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

63. PROPOSED PARKING RESTRICTIONS- RAVENS CRAIG FLATS AND MID STREET, KIRKCALDY

The committee considered a report from the Head of Roads and Transportation Services detailing proposals to introduce parking restrictions at Ravenscraig Flats and Mid Street, Kirkcaldy.

Decision

The committee, in the interests of traffic management and road safety:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restrictions detailed in drawing no. TRO23_35 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

Councillor Alistair Cameron rejoined the meeting prior to consideration of the following item.

64. PROPOSED PARKING RESTRICTION - ST JAMES PLACE, KINGHORN

The committee considered a report from the Head of Roads and Transportation Services detailing proposals to introduce parking restrictions in St James Place, Kinghorn.

Decision

The committee, in the interests of traffic management and road safety:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restrictions detailed in drawing no. TRO23_36 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

65. CAPSHARD PLAY PARK DEVELOPMENT AND ENHANCEMENT

The committee considered a report by the Head of Communities and Neighbourhoods Service updating on the potential refurbishment and enhancement of Capshard playpark and seeking agreement for the next steps.

Decision

The committee:

- (1) agreed that officers investigate availability of an alternative location for a playpark that met the current play standards; and
- (2) noted that officers would submit proposed options for repurposing the existing Capshard park as a green space area.

66. KIRKCALDY HIGH STREET - REPLACEMENT BINS

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for an allocation of funding from Wards 10, 11 and 12 Local Community Planning Budgets.

Decision

The committee agreed to allocate £12,500 towards replacement bins for Kirkcaldy High Street from Wards 10, 11 and 12 Local Community Planning Budgets.

67. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee reviewed, discussed and noted the Kirkcaldy Area committee forward work programme.

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

County Buildings, Cupar

21 June, 2023

9.30am – 11.15am

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

ATTENDING: Donald Grant, Community Manager (North East Fife), Communities and Neighbourhoods; Paul Coleman, Safer Communities Team Manager and Sara Gray, Safer Communities Lead Officer, Housing Services; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Inspector Murray Gibson, Police Scotland; and Station Commander Niall Miller, Scottish Fire & Rescue Service

APOLOGIES FOR ABSENCE: Councillors Fiona Corps and Allan Knox.

76. DECLARATIONS OF INTEREST

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

77. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 26 April 2023.

Decision

The committee agreed to approve the minute.

78. APPLICATION FOR FUNDING FROM CRAIL COMMON GOOD FUND – CRAIL PLAY PARK RENOVATION

The committee considered a report by the Head of Communities and Neighbourhoods advising of an application received from Crail Community Council for grant funding from Crail Common Good Fund towards the costs of renovating Crail Play Park.

Decision

The committee approved a contribution of £44,884.47 from the Crail Common Good Fund to Crail Community Council towards the costs of renovating Crail Play Park.

79. 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 twelve month period 1 April 2022 to 31 March 2023.

Decision

The committee noted the information on the activities as contained in the report.

80. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN NORTH EAST FIFE - APRIL 2022 - MARCH 2023

The committee considered a report by the Local Area Commander, North East Fife, 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:-

- (1) the information contained in the report; and
- (2) that information on how to access police data at Ward level would be circulated to members.

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

The committee considered a report by the Station Commander, North East Fife Area, providing incident information for the period 1 April 2022 to 31 March 2023 to enable the committee to have an overview of the Scottish Fire and Rescue Service (SFRS) North East Fife Committee Area incident activity against its key performance indicators (KPIs).

Decision

The committee noted:-

- (1) the progress across a range of KPIs as detailed in the report; and
- (2) that a briefing note would be circulated to members providing information on the operation of on-call fire stations in North East Fife.

82. 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.

83. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services, in support of the committee's consideration of the workplan for future meetings of the committee.

Decision

The committee noted:-

- (1) the North East Fife Area Committee Forward Work Programme; and
- (2) that the following reports would be added to the programme -
 - Capital Projects in North East Fife
 - update report on the Cupar Digital Improvement District and providing a wider North East Fife economic view.

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

County Buildings, Cupar

16 August 2023

9.30am – 10.10am

PRESENT: Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, 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), Communities and Neighbourhoods; Michael Anderson, Service Manager, Structural Services, Steven Sellars, Lead Consultant, Road Safety & Travel Planning, Andy Paterson, Lead Consultant, Car Parking Strategy & Operations, Roads and Transportation; David Thomson, Customer Experience Lead Officer, Customer Service Development; and Elizabeth Mair, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillor Margaret Kennedy.

84. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.1.

85. MINUTE

The committee considered the minute of meeting of the North East Fife Area Committee of 21 June 2023.

Decision

The committee agreed to approve the minute.

86. PRESENTATION - CUPAR NOW THIRD ANNUAL REPORT

In the absence of a representative from Destination Digital due to connection issues, this item was continued until alternative arrangements could be made.

87. OBJECTION TO PROPOSED PARKING RESTRICTION – ORCHARD FLAT, AUCHTERMUCHTY

The committee considered a report by the Head of Roads and Transportation Services relating to two objections to a proposal to introduce “No Waiting at Any Time” restrictions on Orchard Flat, Auchtermuchty.

Decision

The committee agreed to set aside the objections to the proposed Traffic Regulation Order (TRO) introducing the “No Waiting at Any Time” restrictions on Orchard Flat, Auchtermuchty as shown in drawing no. TRO/22/67 attached to the report - to allow the Order to be made and the restrictions put in place.

88. BALGOVE ROAD AND GUTCHARDS WAY, GAULDRY – 20MPH SPEED LIMIT

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for an extension of the 20mph speed limit in Gauldry, to include the roads within the new residential development on the land south of Balgove Road.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO23_29 attached 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.

89. GRANGE ROAD, ST ANDREWS – 20MPH ZONE AND 30MPH EXTENSION

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the inclusion of a new residential development within an existing 20mph zone and the extension of a 30mph speed limit on Grange Road, St Andrews.

Decision

The committee, in the interests of road safety:-

- (1) agreed to include the new roads within the existing 20mph TRO and to extend the existing 30mph speed limit, both as shown in drawing TRO/23/31 attached 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.

90. MANSE ROAD, SPRINGFIELD – 20MPH ZONE EXTENSION

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the inclusion of a new residential development within an existing 20mph zone to cover new development on land to the east of Manse Road, Springfield.

Decision

The committee, in the interests of road safety:-

- (1) agreed to include the new roads within the existing 20mph TRO zone as shown in drawing TRO/23/32 attached 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.

91. PITLETHIE ROAD, LEUCHARS – 20MPH ZONE EXTENSION

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the inclusion of a new residential development within an existing 20mph zone to cover new development on land to the east of Pitlethie Road, Leuchars and Pitlethie Road north for 87m to the extent of the existing 30mph speed limit.

Decision

The committee, in the interests of road safety:-

- (1) agreed to include the new roads within the existing 20mph TRO as shown in drawing TRO/23/33 attached 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.

92. TAYPORT COASTLINE – SALT MARSH PLANTING

The committee considered a report by the Head of Roads and Transportation Services seeking approval to work in a formal partnership with the University of St Andrews to carry out salt marsh planting along the Tayport frontage to augment and extend previous salt marsh planting trials.

Decision

The committee:-

- (1) noted the potential coast protection and biodiversity benefits that were likely to result from this project; and
- (2) agreed that the Council enter into a formal partnership agreement with the University of St Andrews to deliver this project - to include an annual financial commitment of £10,000 per annum for three years or £15,000 per annum for two years, as required to suit the project funding mechanisms - from the existing coastal revenue budget to support the project.

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

93. COMPLAINTS UPDATE

The committee considered a report by the Executive Director, Communities, providing an overview of complaints received relating to the North East Fife area for the year from 1 April 2022 to 31 March 2023.

Decision

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

94. SUSPENSION OF PARKING CHARGES, LAMMAS MARKET, ST ANDREWS

The committee considered a report by the Head of Roads and Transportation Services seeking approval to recover lost income due to the suspension of on- street parking charges during the Lammas Market in August 2023.

Decision

The committee agreed:-

- (1) to support the recovery of £7,400 in lost income due to suspended on- street parking charges during the Lammas Market from the budget allocated to North East Fife Area Committee for devolved parking initiatives; and
- (2) that a briefing note outlining the arrangements for recovery of lost income be circulated to members.

95. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee:-

- (1) noted the North East Fife Area Committee Forward Work Programme; and
- (2) agreed to request that officers include the grassland strategy in the Grounds Maintenance Service, Domestic Waste and Street Cleansing Annual Review report scheduled for the meeting on 6 December 2023.

RETIREMENT

Councillor Ann Verner advised that this was the last meeting that Elizabeth Mair, Committee Officer, would be attending prior to her retirement and, on behalf of the committee, thanked Elizabeth for her work in supporting members over the years. The Convener joined Councillor Verner in wishing Elizabeth well for the future.

THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

22 August 2023

10.00 am – 12.15 pm

PRESENT: Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, Aude Boubaker-Calder, Patrick Browne, John Caffrey, Ken Caldwell (substituting for Councillor Naz Anis-Miah), Ian Cameron, Colin Davidson, Dave Dempsey, Sean Dillon, Linda Erskine, Alycia Hayes, Louise Kennedy-Dalby, Lynn Mowatt, Sarah Neal, Daniel Wilson; and Mary Caldwell, Alastair Crockett and Ian Macaulay.

ATTENDING: Sarah Else, Education Manager; Maria Lloyd, Head of Education & Children's Services - Secondary Schools & Specialist Support; Angela Logue, Head of Education & Children's Services - Primary Schools & Improvement Support; Gavin Waterston, Quality Improvement Officer (Health, Wellbeing & Child Protection), Education & Children's Services; Alison Binnie, Finance Business Partner; and Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

48. **DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 22.0.

49. **MINUTE**

Arising from the minute, with reference to Paragraph 45. (2) - 'Digital Devices Approach for Life Learners' - the convener commented that she had written to the Scottish Government and a response had been received. Both documents were previously circulated and were attached as an appendix to this minute.

Decision

The committee:-

- (1) noted the convener's update; and
- (2) otherwise agreed to approve the minute.

Mr Crockett joined the meeting during consideration of the above item.

50. **ATTENDANCE REPORT – SESSION 2022/2023**

The committee considered a report by the Head of Education and Children's Services - Primary Schools and Improvement Support - providing an overview of the work that had been undertaken in Fife schools and the impact that this had had on pupil attendance.

Decision

The committee:-

- (1) noted the work being done in Fife to promote and improve attendance at school;
- (2) agreed to consider an update report in approximately six months; and
- (3) agreed that a specific working group be established to address the reasons for the poor attendance levels of Young Carers - to examine what work had taken place; what had been successful; what had not been successful; and what new strategies could be devised. It was envisaged this working group would comprise: an officer from Fife Education Services; a representative from Fife Young Carers; a Primary School Headteacher; a Secondary School Headteacher; and committee member representation – members to advise the convener of their interest in participating in this working group.

51. SERVICE PUPIL PREMIUM – BENEFIT FOR FIFE PUPILS

The committee considered a report by the Head of Education and Children's Services - Primary Schools and Improvement Support - providing an overview of how receipt of Pupil Service Premium would benefit Service Pupils in Fife (as requested in a Motion to full Council on 11 May 2023). Minute reference paragraph 69 of 2023 FC 83 refers (conjoined Motion one, Amendment one and Amendment two).

Motion

Councillor Hayes, seconded by Councillor Wilson moved to approve the recommendations in the report.

Amendment

Councillor Boubaker-Calder, seconded by Councillor Caffrey moved as an amendment to include an additional recommendation: 'that the Leader of the Administration writes to the Scottish Government to highlight the additional funding of up to £420,000 this would bring to Fife schools and urge consideration was given to the introduction of a Service Pupil Premium.'

Roll Call Vote

For the Motion – 7 votes

Councillors Ballantyne-Wardlaw, Caldwell, Hayes, Kennedy-Dalby, Mowatt, Neal and Wilson.

For the Amendment – 9 votes

Councillors Boubaker-Calder, Browne, Caffrey, Cameron, Dempsey, Davidson, Dillon, Erskine and Leslie.

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

Decision

The committee:-

- (1) scrutinised and commented on the possible benefits of this fund if allocated to pupils across Fife;
- (2) scrutinised and commented on the work currently being undertaken across Fife to support Service Pupils through GIRFEC, PEF (Pupil Equity Funding), local strategy and links with national groups;
- (3) requested further updates on the progress, performance and attendance of Armed Forces Children through the BGE (Broad General Education) and Senior Phase Attainment Reports;
- (4) noted the attendance and achievement of children from UK Armed Forces families in Fife's local schools; and
- (5) requested that the Leader of the Administration writes to the Scottish Government to highlight the additional funding of up to £420,000 this would bring to Fife schools and urge consideration was given to the introduction of a Service Pupil Premium.

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

The Committee adjourned at 11.46 am and reconvened at 11.56 am.

52. EDUCATION SERVICE REVENUE BUDGET 2022-23 PROVISIONAL OUTTURN

The committee considered a joint report by the Head of Education - Early Years and Directorate Support and the Executive Director, Finance and Corporate Services - advising the committee of the provisional outturn for the 2022-23 Education Service Revenue Budget, for the areas in scope of the Education Scrutiny Committee.

Decision

The committee noted:-

- (1) the provisional outturn position (subject to audit) for 2022-23, as detailed in the report, and the reasons for the main variances; and
- (2) progress in achieving approved savings.

53. EDUCATION SERVICE CAPITAL INVESTMENT PLAN 2022-23 : PROVISIONAL OUTTURN

The committee considered a joint report by the Head of Education - Early Years and Directorate Support and the Executive Director, Finance and Corporate Services providing the committee with information on the provisional outturn of the Education Service capital programme for the 2022-23 financial year, and additionally informing of progress on major projects.

Decision

The committee noted:-

- (1) the financial position as detailed in the report; and
- (2) that the budget had been revised to reflect the outcome of the Capital Plan review undertaken in February 2021 and the subsequent re-phasing exercise carried out in May 2023.

54. EDUCATION SERVICE REVENUE BUDGET 2023-24 PROJECTED OUTTURN

The committee considered a joint report by the Head of Education - Early Years and Directorate Support and the Executive Director, Finance and Corporate Services providing the committee with an update on the forecast financial position for the 2023-24 financial year, for the areas in scope of the Education Scrutiny Committee.

Decision

The committee:-

- (1) considered the current financial performance and activity as detailed in the report; and
- (2) noted the projected outturn position and the relevant areas of projected over and under spend within the Education Service.

55. EDUCATION SERVICE CAPITAL INVESTMENT PLAN 2023-24 : PROGRESS REPORT

The committee considered a joint report by the Head of Education - Early Years and Directorate Support and the Executive Director, Finance and Corporate Services providing the committee with information on the overall progress of the Education Service capital programme, for the current financial year, 2023-24, as well as informing the committee of progress on major projects.

Decision

The committee noted:-

- (1) the financial position as detailed in the report, and
- (2) that the budget had been revised to reflect the outcome of the Capital Plan review and the annual re-phasing exercise undertaken in June 2023.

56. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee:-

- (1) agreed to review the workplan and invited suggestions from the members of the committee for areas of future scrutiny;
- (2) as referenced at Para. 50 (2) – ‘Attendance Report – Session 2022/2023’ – agreed to consider an update report in approximately six months; and
- (3) as referenced at Para. 51 (3) – ‘Service Pupil Premium – Benefit for Fife Pupils: further updates on progress, performance and attendance of Armed Forces Children through the BGE (Broad General Education) and Senior Phase Attainment Reports.

COPY LETTER TO MSP

Jenny Gilruth MSP
Cabinet Secretary for Education and Skills
The Scottish Government
St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Councillor Kathleen Leslie

Fife House
North Street
Glenrothes
KY7 5LT

Tel: 03451 555555 Ext 442320
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cllr.kathleen.leslie@fife.gov.uk

30 May 2023

Dear Jenny

Digital Devices – Fife Council

The Education Scrutiny Committee welcomes the commitment by the SNP in their manifesto of 2021 to allocate funding to local authorities to provide digital devices for learners.

In 2021-2022 Fife Council's then Education & Children's Services Sub-Committee provided funds of £1million to plan and implement a series of pilot projects for digital device roll-out across our learning estate. Fife's Equity Approach has delivered over 15,500 Chromebook devices, guaranteeing a 1-1 device for all P4-S6 learners.

Should Fife Council receive no further funding, our current Equity funded devices and those issued through the pilot projects will reach the end of their sustainable life in the next 3-5 years.

Funding from the Scottish Government is expected to provide local authorities with financial support for 1-1 devices (as understood from your government's manifesto pledge of 2021) but at this stage, we have no further information regarding timescales, the amount and funding longevity.

Would you be able to confirm when Fife Council will have this information communicated to it with regards to the above commitment?

Thank you.

Yours sincerely

Clr Kathleen Leslie
Education Scrutiny Committee Convener

COPY RESPONSE FROM MSP

Cabinet Secretary for Education and Skills Rùnaire a' Chaibineit airson Foghlam agus Sgilean Jenny Gilruth MSP/BPA

T : 0300 244 4000

E : scottish.ministers@gov.scot

Kathleen Leslie cllr.kathleen.leslie@fife.gov.uk

Our Reference: 202300362635 Your Reference: Digital devices

21 July 2023

Dear Councillor Leslie,

Thank you for your letter dated 30th of May, seeking further information on the device for every child commitment.

The Scottish Government is committed to ensuring every child has access to a device by the end of this Parliament in 2026. We recognise that access to technology is a fundamental aspect of any modern education system and our commitment in the recently published (April 2023) policy prospectus to “improve digital access for learners” reaffirms this.

Across 2,500 schools and 700,000 learners, this is a complex and ambitious commitment, and we have undertaken significant preparatory work. I am aware that many local authorities have invested in devices from their own budgets and in line with their own digital strategies, as has been the case in Fife. We want to consolidate and build on that progress. To that end, I will continue to work with colleagues in COSLA on the most appropriate approach to this commitment and will provide an update to local authorities at the earliest opportunity.

Yours sincerely,

JENNY GILRUTH

THE FIFE COUNCIL - FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE – BLENDED MEETING

Fife House, North Street, Glenrothes

15 June, 2023

10.00am – 12.25pm

PRESENT: Councillors Allan Knox (Convener), Alistair Bain, Lynn Ballantyne-Wardlaw, Rod Cavanagh, Eugene Clarke, Sean Dillon, Graeme Downie, Stefan Hoggan-Radu, Robin Lawson, James Leslie, Gordon Pryde, Alistair Suttie and Ann Verner.

ATTENDING: Eileen Rowand, Executive Director, Finance and Corporate Services; Sharon McKenzie, Head of Human Resources, Barbara Cooper, Service Manager, Human Resources Service; Gordon Mole, Head of Business and Employability, Carlene Simpson, Project Manager, Strategic Growth City Deals, Business and Employability; Pam Ewen, Head of Planning, Mary Stewart, Service Manager, Major Business and Customer Service, Economy, Planning and Employability ; Elizabeth Mair, Committee Officer, Legal and Democratic Services.

48. DECLARATIONS OF INTEREST

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

49. MINUTE

The committee considered the minute of meeting of the Finance, Economy and Corporate Services Scrutiny Committee of 30 March 2023.

Decision

The committee agreed to approve the minute.

50. BUDGET WORKING GROUP - NOTE OF MEETING - 6 JUNE 2023

The committee considered the Budget Working Group note of meeting of 6 June 2023.

Decision

The committee noted the Budget Working Group meeting note from 6 June 2023.

51. ANNUAL ABSENCE AND WELLBEING UPDATE

The committee considered a report by the Head of Human Resources providing an update on absence and related absence and wellbeing activity since the report to the Environment, Finance and Communities Scrutiny Committee on 1 February 2022.

Decision

The Committee:-

- (1) noted the update and actions since absence information was last reported in February 2022;

- (2) noted that, following a number of reports and feedback from services, the Reform Board had agreed to take proposals to Cabinet Committee to strengthen corporate support for Attendance Management; and
- (3) agreed that an interim progress report be submitted to the committee at its meeting on 25 January 2024.

52. BENEFITS REALISATION PLAN - FIFE INDUSTRIAL INNOVATION INVESTMENT (I3) PROGRAMME

The committee considered a report providing information on the Benefits Realisation Plan for the Fife Industrial Innovation Investment (i3) Programme, funded through the Edinburgh and South East Scotland City Region Deal, summarising the approach and the benefits achieved by March 2022.

Decision

The committee noted the information provided in the report.

The meeting adjourned at 11.30am and reconvened at 11.40am.

53. MANAGEMENT OF DEVELOPER OBLIGATION FUNDS

The committee considered a report by the Head of Business and Employability providing an overview and update in respect of Developer Obligation Funds (Section 75 Funds) which were held by the council through payments associated with planning permissions to mitigate the specific impacts of approved developments.

Decision

The committee agreed that the Planning Services lead a review of the process for management of Developer Obligation Funds and examine the options for utilising Historic Developer Obligation Funds.

54. FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Finance, Economy and Corporate Services Scrutiny Committee Forward Work Programme.

Decision

The Committee noted:-

- (1) the current Finance, Economy and Corporate Services Scrutiny Work Plan;
- (2) that reports relating to the council's preparedness to deal with issues around ransomware and the interim progress report on Absence and Wellbeing would be added to the Forward Work Programme; and
- (3) that work was ongoing to spread the large number of annual reports due around October 2023 over several meetings to allow time for proper consideration to be given to each one.

THE FIFE COUNCIL - FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE – BLENDED MEETING

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

24 August 2023

10.00 am – 11.35 am

PRESENT: Councillors Allan Knox (Convener), Alistair Bain, Lynn Ballantyne-Wardlaw, Auxi Barrera, Ian Cameron, Rod Cavanagh, Eugene Clarke, Colin Davidson, Sean Dillon, Stefan Hoggan-Radu, Robin Lawson, James Leslie, Gordon Pryde, Alistair Suttie and Ann Verner.

ATTENDING: Eileen Rowand, Executive Director, Finance and Corporate Services; Charlie Anderson, Head of Business Technology Solutions; Alan Paul, Head of Property Services, Michael O’Gorman, Service Manager - Estates and Asset Management and Ross Tulloch, Lead Professional – Civil/Structural Engineering, Property Services; Jackie Johnstone, Accountant and Donna Grieve, Accountant, Fiona Williams, Team Manager (Digital Skills and Learning), Emma Whyte, Committee Officer, Finance and Corporate Services.

APOLOGY FOR ABSENCE: Councillor Graeme Downie.

55. DECLARATIONS OF INTEREST

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

56. MINUTE

The committee considered the minute of meeting of the Finance, Economy and Corporate Services Scrutiny Committee of 15 June 2023.

Decision

The committee agreed to approve the minute.

57. DIGITAL PROGRESS IN LOCAL GOVERNMENT - UPDATE ON FIFE POSITION

The committee considered a report by the Head of Business Technology Solutions outlining Fife's progress and areas of further consideration in relation to Audit Scotland's report "Digital Progress in Local Government", published in January, 2021, which highlighted both progress made and challenges encountered in delivering true digital transformation in Scottish Councils.

Decision

The committee noted progress made in Fife and areas for further development and improvement.

58. ASSET MANAGEMENT STRATEGY 2023-2028

The committee considered a report by the Head of Property Services outlining the draft Asset Management Strategy for the five years from 2023.

Decision

The committee noted the information contained within the report.

59. 2022/23 REVENUE MONITORING PROVISIONAL OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Chief Executive and Executive Director (Finance and Corporate Services) updating members on the provisional outturn financial position for the 2022/23 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The Committee noted the current financial performance and activity as detailed in the report.

60. 2022/23 CAPITAL MONITORING PROVISIONAL OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Chief Executive and Executive Director (Finance and Corporate Services) updating members on the Capital Investment Plan and advising on the provisional financial position for the 2022/23 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The Committee noted the current financial performance and activity as detailed in the report.

61. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Chief Executive and Executive Director (Finance and Corporate Services) updating members on the projected outturn financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The Committee noted the current financial performance and activity as detailed in the report.

62. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Chief Executive and Executive Director (Finance and Corporate Services) updating members on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The committee noted the current financial performance and activity as detailed in the report.

63. 2022/23 REVENUE MONITORING PROVISIONAL OUTTURN – FINANCE AND CORPORATE SERVICES

The committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the provisional outturn financial position for 2022/23 for the Finance and Corporate Services Directorate.

Decision

The committee noted the current financial performance and activity as detailed in the report.

64. 2022/23 CAPITAL MONITORING PROVISIONAL OUTTURN – FINANCE AND CORPORATE SERVICES DIRECTORATE

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the Capital Investment Plan and advising on the provisional financial position for the 2022/23 financial year for the Finance and Corporate Services Directorate.

65. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the projected outturn financial position for 2023/24 for the Finance and Corporate Services Directorate.

Decision

The committee noted the current financial performance and activity as detailed in the report.

66. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES DIRECTORATE

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the Finance and Corporate Services Directorate.

Decision

The committee noted the current financial performance and activity as detailed in the report.

67. FINANCE, ECONOMY & CORPORATE SERVICES FORWARD WORK PROGRAMME

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

Decision

The committee noted the current Finance, Economy and Corporate Services Scrutiny Work Plan and added the following report:-

- Asset Management Strategy 2023 – 2028 - Annual update to committee detailing activity and progress during the year whilst identifying immediate challenges and opportunities.

THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

8 June, 2023

10.00am – 1.00pm

PRESENT: Councillors Eugene Clarke (Convener), Blair Allan, Ken Caldwell, Alistair Cameron, Brian Goodall, Peter Gulline, Allan Knox, Donald Lothian, Julie MacDougall, Lynn Mowatt, Bailey-Lee Robb, Sam Steele and Darren Watt.

ATTENDING: Michael Enston, Executive Director - Communities; John Mills, Head of Housing Services, Gavin Smith, Service Manager (Housing Management Executive), Joan Lamie, Service Manager (Housing Estates and Safer Communities) Housing Services; Paul Vaughan, Head of Communities and Neighbourhoods; Patricia Spacey, Safer Communities Team Manager, Leisure & Cultural Services; Zahida Ramzan, Policy Co-ordinator - Equalities, Community Investment; Vicki Greig, HR Lead Officer, Human Resources Service; Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Committee Services.

ALSO ATTENDING: Councillors Linda Erskine and Judy Hamilton, Adam Smith, Chief Inspector, Police Scotland, Stewart Nicholson, Assistant Deputy Chief Officer and Steven Michie, Group Commander, Scottish Fire & Rescue Service.

APOLOGIES FOR ABSENCE: Councillors Ann Verner and Jan Wincott.

URGENT ITEM BROUGHT FORWARD BY THE CONVENER

In terms of Standing Order No. 3.8 (2), the Convener advised of a motion that been proposed and agreed at the Cabinet Committee on the 1 June, 2023 - Urgent Motion – Scottish Fire & Rescue Service Cuts (2023 CC 62 – Para 116) which asked the Committee to urgently consider the terms of the motion following the announcement that the Scottish Fire and Rescue Service were proposing reductions in service appliances including fire engines and height appliances removed from across Fife. The item was considered at para. 67 below.

59. DECLARATIONS OF INTEREST

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

60. MINUTE

The Committee considered the minute of the People & Communities Scrutiny Committee meeting of 23 March, 2023.

Decision

The Committee approved the minute.

61. SCOTTISH FIRE AND RESCUE SERVICE LOCAL PLAN 12 MONTHS PERFORMANCE REPORT

The Committee considered a report by the Local Senior Officer, Scottish Fire & Rescue Services, providing an update on incident information for the period 1 April, 2022 - 31 March 2023.

Decision

The Committee noted the progress of the Scottish Fire & Rescue Service across a range of key performance indicators as detailed in the report.

The meeting adjourned at 11.35am and reconvened at 11.45am

62. FIFE COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee considered a report by the Head of Housing Services, updating members on the progress of the Fife Community Safety Partnership in delivering the current Community Safety Partnership Delivery Plan for 2022-23.

Decision

The Committee noted the progress to date.

63. VOIDS SERVICE IMPROVEMENT

The Committee considered a report by the Head of Housing Services, providing an update on Voids management, which is a core HRA Budget and Business Plan priority. The report highlighted the overspends in the repairs budget and income lost through properties being empty, which had resulted in critical short, medium and longer-term financial impacts. The report provided members with the revised Housing and Building Services Voids Service Improvement plan to improve the financial situation.

Decision

The Committee:-

- (1) noted the proposed service improvement plan that would focus on customer and financial benefits;
- (2) noted the on-going Tenant Scrutiny Panel focus on Voids improvements; and
- (3) agreed that the Scrutiny Panel Report and any resultant action plan would be brought back to a future meeting of the Committee.

Councillor Robb left during consideration of the above item.

64. TENANT LED SCRUTINY INTO SATISFACTION WITH THE QUALITY OF THE HOME

The Committee considered a report by the Head of Housing Services, updating members on the findings of the recent tenant scrutiny panel report that considered the factors affecting tenants' satisfaction within their homes. The report had been considered by the Housing Management Executive, and the data

would help to inform the actions that need to be included in the Housing Service Pathway to Improvement as part of the Annual Return on the Charter (ARC).

Decision

The Committee noted that: -

- (1) a written response would be provided to the tenant's scrutiny panel by Autumn, 2023;
- (2) the recommendations identified in the scrutiny panel report would be used to inform improvement actions and performance targets for the year ahead;
- (3) Housing Services would continue to work in collaboration with the tenant's movement in Fife and involve them in decision making; and
- (4) the panel approach provided an opportunity to test and improve key performance areas and services delivered to tenants within the Council.

Councillor Watt left prior to consideration of the following item.

65. EQUALITY & DIVERSITY OUTCOMES PROGRESS 2021-2023

The Committee considered a report by the Head of Communities and Neighbourhoods, updating members on the Equality & Diversity outcomes for 2021-2023, and in line with the Public Sector Equality Duty under the Equality Act 2010.

Decision

The Committee noted: -

- (1) the content of the report; and
- (2) that the draft outcomes were published online at the end of April, 2023.

66. PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The Committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the future workplan for the People & Communities Scrutiny Committee.

Decision

The Committee: -

- (1) noted the content of the forward work programme for the People & Communities Scrutiny Committee;
- (2) acknowledged that Councillor Goodall asked officers to bring forward a report on the housing functional needs assessment to the next meeting in August 2023;
- (3) agreed that a further report on Voids management would be brought back to a future meeting of the Committee; and

- (4) agreed that the Cafe Inc working group should have some more meetings prior to a report on Cafe Inc being considered at a future meeting of the Committee.

67. URGENT ITEM BROUGHT FORWARD BY THE CONVENER

The Committee considered a 5-minute presentation from members of the Fire Brigade Union in response to the proposed cuts.

The Committee then heard from Stewart Nicholson, Assistant Deputy Chief Officer, and Steven Michie, Group Commander from the Scottish Fire and Rescue Service in relation to the proposals to withdraw appliances from stations in Fife. Having considered the proposals and the background to them, the Scrutiny Committee resolved to:

- (1) express its significant concerns about the proposals and to ask the Council Leader and Chief Executive to write to the Scottish Fire and Rescue Service and the Scottish Government asking them to withdraw the proposals; and
- (2) ask officers to arrange a further meeting with the Scottish Fire and Rescue Service to review the data and risk assessments behind the proposals and to invite all elected members to attend.

**THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE –
BLENDED MEETING**

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

31 August 2023

10.00 am – 1.10 pm

PRESENT: Councillors Eugene Clarke (Convener), Blair Allan, Ken Caldwell, Alistair Cameron, Alex Campbell, Brian Goodall, Peter Gulline, Donald Lothian, Julie MacDougall, Lynn Mowatt, Bailey-Lee Robb, Sam Steele, Ann Verner, Darren Watt and Jan Wincott.

ATTENDING: Michael Enston, Executive Director – Communities; John Mills, Head of Housing Services, Mhairi Mullen, Service Manager (Income, Poverty and Private Housing), Paul Short, Service Manager, Gavin Smith, Service Manager (Housing Access) and Helen Wilkie, Service Manager (Housing Supply), Housing Services; John Rodigan, Head of Environment and Building Services; Emma Lennon, Accountant, Alison Binnie, Finance Business Partner and Helen Guthrie, Accountant, Finance and Corporate Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

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

68. DECLARATIONS OF INTEREST

No declarations were submitted under Standing Order No. 22.

69. MINUTE

The committee considered the minute of the People and Communities Scrutiny Committee meeting of 8 June 2023.

Decision

The committee approved the minute.

70. HOUSING SERVICE PERFORMANCE REPORT AND ‘PATHWAY TO IMPROVEMENT’ 2023-26

The committee considered a report by the Head of Housing Services updating members on the ‘Pathway to Improvement’ performance targets for Housing Services for the period 2023- 26.

Decision

The committee considered and reviewed :-

- (1) the arrangements set out in Section 1.0 of the report to fulfil the council’s obligation to comply with Audit Scotland’s 2021 SPI Direction;

- (2) the Housing Services' performance information in Section 2.0 of the report, including current challenges/priorities and risks; and
- (3) the Housing Services' performance targets for the three years of the 'Pathway to Improvement 2023-26' and the improvement actions detailed for 2023-24 in the report at Appendix 2.

71. ANNUAL ASSURANCE STATEMENT 2023

The committee considered a report by the Head of Housing Services presenting recommendations for submission of the Annual Assurance Statement to the Scottish Housing Regulator, based on regulatory guidance established in 2019. The risks were assessed against the council's Annual Return on the Charter for 2022/23.

Decision

The committee:-

- (1) noted the requirements of the 2019 housing regulatory framework, requesting the preparation of an Annual Assurance Statement;
- (2) agreed the wording of the draft Annual Assurance Statement 2023 based on the compliance position at 31 March 2023;
- (3) authorised the Scrutiny Committee Convener and the Housing and Building Services' Spokesperson to sign the Annual Assurance Statement; and
- (4) agreed submission of the final draft Annual Assurance Statement 2023 to the Scottish Housing Regulator by the deadline of 31 October 2023.

72. UPDATE ON HOUSING FUNCTIONAL NEEDS ASSESSMENTS

The committee considered a report by the Head of Housing Services providing an update on progress in relation to the processing of Housing Functional Needs Assessments.

Decision

The committee:-

- (1) noted the contingency plans put in place to manage the current workload;
- (2) noted the ongoing review of the Housing Occupational Therapy service and the proposed shape of revised service delivery in relation to this; and
- (3) agreed that an update report be submitted to this committee in January 2024.

73. VOIDS SERVICE IMPROVEMENT

The committee considered a report by the Head of Housing Services, following on from a report presented on 8 June 2023 (previous minute reference - 2023 PCS 27 Para. 63 refers) providing an update on progress, specifically short-term key

actions being taken by the Head of Housing and the Head of Building Services to speed up improvement, in relation to the longer term service improvement plan.

Decision

The committee:-

- (1) considered and commented on the voids service update; and
- (2) noted the short-term key actions being taken to speed up improvement.

The meeting adjourned at 11.25 am and reconvened at 11.35 am.

74. TACKLING DAMPNESS AND MOULD IN COUNCIL HOUSES

The committee considered a joint report by the Head of Housing Services and the Head of Environment and Building Services outlining the work to date that council services had taken, supporting the council's landlord role to ensure that the incidence of condensation, dampness and mould in council houses could be more effectively mitigated for the wellbeing of council tenants and their families. In addition, the report provided an Action Plan on how the service would progress this work during 2023/24.

Decision

The committee:-

- (1) noted the progress made to date in implementing the new approach:
- (2) agreed the approach and action plan would continue to be supported by additional resources sourced through existing HRA Revenue and Capital Budgets in 2023/24; and
- (3) requested that a full review of the proposed information leaflet for council tenants be reviewed following comments made by members.

75. 2022-23 REVENUE BUDGET PROVISIONAL OUTTURN – COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director of Communities providing an update on the revenue budget provisional outturn position for the 2022/23 financial year for Communities and the Housing Revenue Account (HRA) including areas in scope of the People and Communities Scrutiny Committee.

Decision

The committee considered the current financial performance and activity for the 2022/23 revenue budget provisional outturn as detailed in the report.

76. 2022-23 CAPITAL PLAN PROVISIONAL OUTTURN - COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director of Communities providing an update on the Capital Investment Plan and advising on the provisional financial position for the 2022/23 financial year.

Decision

The committee considered and noted the current performance and activity for the 2022/23 Capital Monitoring as detailed in the report.

77. 2023-24 REVENUE BUDGET PROJECTED OUTTURN – COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Communities providing an update on the revenue budget projected outturn position for the 2023/24 financial year for Communities and the Housing Revenue Account (HRA) including areas in scope of the People and Communities Scrutiny Committee.

Decision

The committee considered and noted the current financial performance and activity for the 2023/24 revenue budget projected outturn as detailed in the report.

78. 2023-24 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the Capital Investment Plan and advised the projected financial position for the 2023/24 financial year.

Decision

The committee considered and noted the current performance and activity for the 2023/24 capital monitoring as detailed in the report.

79. 2022-23 REVENUE BUDGET & CAPITAL PLAN PROVISIONAL OUTTURN – CHILDREN & FAMILIES AND CRIMINAL JUSTICE SERVICES

The committee considered a joint report by the Head of Children and Families and Criminal Justice Services and the Executive Director, Finance and Corporate Services advising members of the provisional outturn for the revenue budget and capital plan for 2022-23 financial year, including the areas in scope of the People and Communities Scrutiny Committee in relation to Children and Families and Criminal Justice Services.

Decision

The committee:-

- (1) considered and noted the financial performance and activity as detailed in the report in relation to both the revenue budget and capital plan; and
- (2) noted the provisional outturn position (subject to audit) for 2022-23, as detailed in the report, and the reasons for the main variances.

80. 2023-24 REVENUE BUDGET & CAPITAL PLAN PROJECTED OUTTURN – CHILDREN & FAMILIES AND CRIMINAL JUSTICE SERVICES

The committee considered a joint report by the Head of Children and Families and Criminal Justice Services and the Executive Director Finance and Corporate Services providing an update on the forecasted financial position for the 2023-24

financial year, including the areas in scope of the People and Communities Scrutiny Committee in relation to Children and Families and Criminal Justice Services.

Decision

The committee:-

- (1) considered and noted the current financial performance and activity detailed in the report in relation to both the revenue budget and capital plan; and
- (2) noted the projected outturn position and the relevant areas of projected over and underspend within the service.

81. 2022-23 REVENUE BUDGET PROVISIONAL OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Director of Health and Social Care and the Executive Director, Finance and Corporate Services providing an update on the 2022-23 revenue budget provisional out-turn for Fife Council Social Care Services for Adults and Older People.

Decision

The committee considered and noted the current financial performance and activity as detailed in the report.

82. 2022-23 CAPITAL PLAN PROVISIONAL OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director of Health and Social Care providing an update on the Health and Social Care capital investment plan and advising on the final out-turn for the 2022-23 financial year for the People and Communities Scrutiny Committee.

Decision

The committee considered and noted the performance and activity across the 2022-23 financial monitoring as detailed in the report.

83. 2023-24 REVENUE BUDGET PROJECTED OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Director of Health and Social Care and the Executive Director, Finance and Corporate Services updating members on the 2023-24 revenue budget projected outturn for Fife Council Social Care Services for Adults and Older People.

Decision

The committee considered and noted the current financial performance and activity as detailed in the report.

84. 2023-24 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director of Health and Social Care providing an update on the Health and Social Care Capital Investment Plan review and advising on the projected out-turn for the 2023-24 financial year for the People and Communities Scrutiny Committee.

Decision

The committee considered and noted the current performance and activity across the 2023-24 financial monitoring as detailed in the report.

85. PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services asking members to consider the future workplan for the People and Communities Scrutiny Committee.

Decision

The committee:-

- (1) considered and noted the People and Communities Scrutiny future workplan;
- (2) agreed to advise the Convener and Lead Officer of any areas for scrutiny they feel appropriate for the committee to consider; and
- (3) agreed that an update report on the Café Inc Provision be placed on the agenda for the November 2023 meeting of the committee.

THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

20 June 2023

10.00am – 11.25am

PRESENT: Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, David Graham, Jean Hall-Muir, Stefan Hoggan-Radu, Andy Jackson, Derek Noble, Nicola Patrick, Darren Watt and Daniel Wilson.

ATTENDING: Ken Gourlay, Executive Director, Enterprise and Environment; John Rodigan, Head of Environment & Building Services; John Mitchell, Head of Roads & Transportation Services, Bill Liddle, Service Manager (Roads Maintenance), Sara Wilson, Lead Consultant, Network Condition; Roads & Transportation Services; Nigel Kerr, Head of Protective Services, Don Taylor, Lead Officer, Environmental Health (Public Protection), Protective Services; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Councillor Jan Wincott (for para. 44 only)

APOLOGIES FOR ABSENCE: Councillors Graeme Downie and Gavin Ellis.

42. DECLARATIONS OF INTEREST

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

43. MINUTE

The committee considered the minute of meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 18 April 2023.

Decision

The committee agreed to approve the minute.

44. DOMESTIC WASTE AND STREET CLEANSING SERVICE BULKY UPLIFTS – FREE OF CHARGE SERVICE

The committee considered a report by the Head of Environment & Building Services providing an update on the performance of the bulky uplift service since charges were removed in April 2023.

Decision

The Committee:-

- (1) noted the unforeseen technology challenges in the project implementation phase;

- (2) noted that a stable and reliable service was now being provided; and
- (3) agreed that a briefing be provided to members in 6 months, with an update report to committee in 2024, a year after implementation of the new process.

45. ROAD MAINTENANCE PERFORMANCE REPORT 2023

The committee considered a report by the Head of Roads & Transportation Services providing an update on the Road Performance Report for financial year 2022/23.

Decision

The committee noted the report.

46. GULLEY EMPTYING AND ROAD DRAINAGE

The committee considered a report by the Head of Roads & Transportation Services providing an update on the current practices and programmes to deliver road drainage maintenance services.

Decision

The Committee noted the information provided on the current and proposed gulley emptying and road drainage services and the operation of a risk-based assessment process.

47. OPTIONS FOR TACKLING THE UNLICENSED BREEDING OF DOGS FOR SALE (UPDATE)

The committee considered a report by the Head of Protective Services providing an update on progress since the implementation of The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021.

Decision

The committee noted the report.

48. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

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

Decision

The committee:-

- (1) noted the workplan;
- (2) agreed that reports on the following subjects be brought forward for consideration at the meetings indicated –
 - (i) Fife wide strategy to deal with flash floods – November 2023 meeting;
 - (ii) presentation by Scottish Water on sewage overflows in Fife – September 2023 meeting; and

- (3) agreed, following a request for an update report on dealing with any water shortages over the summer 2023 period, including success of back up plans, that discussions be held between Executive Directors to agree how best to take this forward as responsibility for this matter lay with the Communities Directorate.

CONVENER'S VALEDICTORY COMMENTS

The Convener advised that this was the last meeting of this committee that Ken Gourlay would attend as Lead Officer prior to taking up the post of Chief Executive Officer of the Council in July. Members joined her in expressing their appreciation of the efforts by Ken in supporting the work of the committee in this role.



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) HELD VIRTUALLY ON FRIDAY 26 MAY 2023 AT 10.00 AM

- Present**
- Arlene Wood (AW) (Chair)
 - David Graham (DG) (Vice-Chair)
 - Fife Council – David Alexander (DA), Dave Dempsey (DD), Graeme Downie (GD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS)
 - NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB)
 - Chris McKenna (CM), Medical Director, NHS Fife
 - Janette Keenan (JK), Director of Nursing, NHS Fife
 - Wilma Brown (WB), Employee Director, NHS Fife
 - Amanda Wong (AW), Associate Director, AHP's, NHS Fife
 - Debbie Fyfe (DF), Joint TU Secretary, Fife Council
 - Eleanor Hagggett (EH), Staff Representative, Fife Council
 - Ian Dall (ID), Service User Representative
 - Kenny Murphy (KM), Third Sector Representative
 - Morna Fleming (MF), Carer Representative
 - Paul Dundas (PD), Independent Sector Representative
 - Simon Fevre (SF), Staff Representative, NHS Fife
- Professional Advisers**
- Nicky Connor (NC), Director of Health and Social Care/Chief Officer
 - Audrey Valente (AV), Chief Finance Officer
 - Helen Hellewell (HH), Deputy 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
 - Lindsay Thomson,
 - Vanessa Salmond (VS), Head of Corporate Services
 - Cara Forrester (CF), Communications Adviser
 - Clare Gibb (CG), Communications Adviser
 - Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1 CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES

Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board including Colin Grieve who recently replaced Alistair Morris on the Board.

Arlene Wood congratulated the Allied Health Profession Federation which represents all AHP professional bodies and which has recently published its compendium bringing together stories/ case studies describing the difference AHP services make. Two stories from NHS Fife podiatry are described in this compendium, one relating to educational support to care home and the other relating to support to young adults with mental health issues.

1 CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES (CONT)

Congratulations were extended to Jamie Hinley, a Mental Health Care Home Liaison Nurse and Queen's Nurse, from Rosyth who has been shortlisted for the Health & Care Award at the Dunfermline Press Community Champion Awards 2023. The awards evening takes place on Thursday 15 June 2023 in Dunfermline.

Apologies had been received from Lisa Cooper and Christine Moir.

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

Members were advised that a recording pen was in use at the meeting to assist with Minute taking, Lindsay Thomson, Head of Legal and Democratic Services, Fife Council was present at the meeting and the media had been invited to listen in to the proceedings.

2 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING & ACTION NOTE 31 MARCH 2023

The Minute and Action Note were both approved as accurate records.

4 CHIEF OFFICER UPDATE

Arlene Wood handed over to Nicky Connor for this item. Nicky Connor, Lindsay Thomson and Vanessa Salmond were joining the meeting from Fife House, with a view to the Board taking a more blended approach at future meetings.

Nicky Connor updated on the ongoing work of the Care Home Collaborative. A workshop was held recently which was well attended. An update of the Collaborative was also provided at the Quality & Communities Committee. The Lived Experience item later in the agenda relates to Care Homes.

The Integration Leadership Team was launched recently at an event attended by around 190 delegates including those from the third and independent sectors. The guest speaker, Tommy Whitehall, National Lead for Carers and Outreach, Health and Social Care Alliance Scotland, delivered 'You Make a Difference (Intelligent Kindness)' drawing on his own lived experience in a moving and inspirational presentation.

The partnership has recently developed a Care Academy which is a collaborative between the partnership and Fife College. The model is a way of pulling together recruitment, qualifications and shared learning across partner organisations to help support our workforce. This will help support our Mission 25 social media recruitment campaign.

Jennifer Rezendes was attending her first IJB meeting since taking up post as Principal Social Work Officer on 16 May 2023. This post works closely with both the Director of Health & Social Care, Chief Social Work Officer and Senior Leadership Team. Jennifer will lead on the professional functions delegated for Adults, Older People and Social Care ensuring the voice and values of social

NO	TITLE	ACTION
4	CHIEF OFFICER UPDATE (CONT)	
	work and a rights-based approach are central to driving the transformation and reform of our health and care services for the citizens of Fife.	
5	STRATEGIC PLANNING & DELIVERY	
	5.1 Palliative Care Transformation	
	This report had been discussed at the Quality and Communities (Q&C) Committee on 3 May 2023, the Finance, Performance & Scrutiny (FP&S) Committee on 12 May 2023 and the Local Partnership Forum (LPF) on 23 May 2023 as well as at a recent Development Session and various drop-in and one-to-one meetings.	
	Nicky Connor introduced the report in conjunction with her team.	
	Nicky Connor outlined the journey the Palliative Care Team have been on to date with this report, which is aligned to the five key priorities outlined in the Strategic Plan and is an excellent example of transformation in action. Board members have had numerous opportunities to discuss and question the content of the report with the team responsible. As well as the report presented today, a number of Board member briefings have been issued including a recent one on participation and engagement with opportunity to respond to address all issues raised.	
	Provision of palliative care adapted during the covid-19 pandemic and lessons learned have shaped the service as it has progressed towards the more responsive model it is today and the Integration Joint Board are being asked to community outreach specialist palliative care team though the re-provision of care support this 7 day a week model.	
	Lynne Garvey presented the paper and highlighted key points relating to the independent evaluation by McMillan Cancer Support and also the report on the Future of Hospice Care in Scotland 2021. Covid-19 prompted many more patients and their families/carers to request care at home rather than in a hospital setting, leaving hospice beds underutilised. Staff were realigned to work in the community which resulted in 60-70 patients being seen in a week, rather than the previous maximum of 19. Waiting times for hospice beds lowered as did the number of days patients spent in hospital. Immediate access to patient-centred care was available and there was significant staff engagement throughout the process. All of this was achieved within the same finance envelope as previously ensuring best value. Robust arrangements are in place to ensure greater patient choice on where they receive treatment.	
	Dr Jo Bowden spoke from a clinical perspective and thanked Board members for their interest and input to the Palliative Care report.	
	Helen Hellewell advised that she was fully supportive of the report and the recommendations it contained which would allow the partnership to continue to provide flexible arrangements which would be sustainable in the future.	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT) 5.1 Palliative Care Transformation (Cont) <p>Lynn Barker supported the report from a clinical and professional viewpoint, she thanked Lynne Garvey and the team behind the report.</p> <p>Arlene Wood then invited Sinead Braiden, Chair of Q&C Committee, Alastair Grant, Chair of FP&S Committee and Simon Fevre, Co-Chair of the LPF to comment on discussions at their meeting before questions from Board members</p> <p>All three Committee Chairs advised that full and frank discussion had been had at their meetings, the report was an excellent example of transformational change in action and provided reassurance that the changes made to date supported patient, their families and carers and partnership staff. It was noted that in both Q&C and FP&S Graeme Downie had questions and reservations about the final report however all members agreed for it to be progressed and discussed at the Integration Joint Board.</p> <p>Arlene Wood invited all Board Members to discuss the paper and ask any questions. It was shared that this was an extraordinary piece of work which had received overwhelming support from the families and carers of patients. Discussion took place around the communications which had taken place to date including press releases, briefings to Board members, briefings and meetings with MP's/MSP's and information which was currently available on the NHS website.</p> <p>Graeme Downie had questions relating to transport for families, how choice for patients would be exercised and information on staffing when GP cover might not be available. Nicky Connor reiterated the responses which had been given during their meeting the previous day which highlighted that all of these issues were taken account of within the report and/or are part of current NHS practice.</p> <p>Arlene Wood advised that the Board was being asked to approve the issue of the Direction at Appendix 2 of the report for the permanent re-provision of Palliative Care in Fife delivering an agile, multi-disciplinary FSPCS Community Outreach Team, meeting the needs of patients and their carers in all care settings, including the hospice, community, people's own homes and hospital settings whilst securing best value.</p> <p>Graeme Downie proposed a motion, which David Graham seconded. Graeme Downie was asked to read out the motion and provide a copy in an e-mail to Arlene Wood, Lindsay Thomson and Vanessa Salmond.</p> <p>The Motion wording was:-</p> <p><i>Thanks all IJB staff for their efforts to date to ensure palliative and end of life care in Fife meets the needs of patients, families and staff.</i></p> <p><i>Welcomes the direction of change to increase capacity for palliative care at home and in a community setting.</i></p>	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT) 5.1 Palliative Care Transformation (Cont) <p><i>Agrees that the information provided in the paper and discussion today does not allow the Board to take a fully informed decision in relation to the impact of the revised approach on staffing, transport and the flexibility of choice with the widest possible consultation with the general public and staff.</i></p> <p><i>Agrees that a report on this area/these areas is brought back to the IJB for final decision on the proposal.</i></p> <p>Lindsay Thomson confirmed the Motion was competent. Graeme Downie was given time to present his Motion to the Board, he advised that had little to add to the motion content, he thanked staff and appreciated the efforts made to date on this transformation but advised he was still not comfortable making a permanent decision on the recommendation. David Graham advised that he had nothing further to add at this point.</p> <p>Lindsay Thomson outlined the process to be followed for Board members who were not familiar with it.</p> <p>Chris McKenna welcomed the work to date and acknowledging that difficult decisions need to be taken to allow services to transform. Janette Keenan, Ian Dall and Alastair Grant also spoke in support of the recommendation in the report citing improved outcomes, the example of integration in action and the best use of available resources amongst other reasons for their support.</p> <p>Graham Downie was asked to sum up the matters raised in the debate and he clarified that he was seeking a delay to allow time for a more formal report to be brought forward.</p> <p>Lindsay Thomson and Vanessa Salmond then took the vote for the recommendation and the motion.</p> <p><u>Roll Call</u></p> <p><u>For the recommendation</u> - 13 votes</p> <p>Arlene Wood, Alastair Grant, Chris McKenna, Dave Dempsey, David Alexander, Lynn Mowatt, Margaret Kennedy, Rosemary Liewald, Sam Steele, Colin Grieve, Janette Keenan, John Kemp, Sinead Braiden.</p> <p><u>For the motion</u> – 2 votes</p> <p>Graeme Downie, David Graham</p> <p>Wilma Brown had left the meeting for a short period and did not participate in the roll call vote.</p> <p>Based on the result of the voting the Board approved the issue of the Direction at Appendix 2 of the report for the permanent re-provision of Palliative Care in Fife delivering an agile, multi-disciplinary FSPCS Community Outreach Team, meeting the needs of patients and their carers in all care settings, including the hospice, community, people’s own homes and hospital settings whilst securing best value.</p>	VS

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	5.2 Commissioning Strategy 2023 – 2026 including Market Facilitation and Delivery Plan 2023 – 2026	
	<p>This report had been discussed at the Quality and Communities Committee on 3 May 2023 and the Strategic Planning Group (SPG) on 17 May 2023.</p> <p>Fiona McKay presented the report which sets out the approach to how we will carry out our business with the third and independent sectors over the next three years.</p> <p>Arlene Wood invited Sinead Braiden, Chair of Q&C Committee and David Graham, Chair of SPG to comment on discussions at their meeting before questions from Board members. The report was fully discussed at both meetings and both supported the paper.</p> <p>Arlene Wood enquired which committee would have overall responsibility for oversight of this Strategy. Fiona McKay confirmed that performance would be the responsibility of Finance, Performance & Scrutiny whilst the Strategic Planning Group would oversee the development of this and other strategies.</p> <p>The Board reviewed and approved the Commissioning Strategy 2023 – 2026 and associated Market Facilitation and Delivery Plans.</p>	
	5.3 Advocacy Strategy	
	<p>This report had been discussed at the Quality and Communities Committee on 3 May 2023 and the Strategic Planning Group on 17 May 2023.</p> <p>Fiona McKay presented the report which is a requirement and duty the partnership must fulfil along with Fife Council and NHS Fife. There is a formal contract for advocacy set out within the Mental Health Strategy.</p> <p>Arlene Wood then invited Sinead Braiden, Chair of Q&C and David Graham, Chair of SPG to comment on discussions at their meeting before questions from Board members. Both meetings fully discussed the strategy including translation services for cultural awareness and the need for this to be available in an easy read format.</p> <p>The Board reviewed and approved the Advocacy Strategy and noted that this report ensures that the H&SC Partnership meets its statutory responsibilities for independent advocacy.</p>	
6	LIVED EXPERIENCE & WELLBEING	
	6.1 Lived Experience	
	<p>This item was deferred to the IJB meeting scheduled to take place on 28 July 2023 to ensure there was sufficient time to view the proposed video and have a discussion at that Board recognising how important it is to discuss lived experience.</p>	

NO	TITLE	ACTION
7	INTEGRATED PERFORMANCE	
	7.1 Finance Update	
	<p>This report had been discussed at Finance, Performance & Scrutiny Committee on 12 May 2023. Audrey Valente presented the report showing that as at 31 March 2023 there was a projected outturn underspend of £8.463m.</p>	
	<p>Key areas of overspend include; Hospital & Long-Term Care, GP Prescribing, Family Health Services, Adult Placements, Homecare and Older People Residential and Day Care. These overspends are offset by the underspends in Community Services, Children's Services, Older People Nursing & Residential, Adults Fife-wide, Adults Supported Living and Social Care Fieldwork. There was also an update in relation to savings which were approved by the IJB in March 2021 and use of Reserves brought forward from 2020-21.</p>	
	<p>The Annual Accounts are subject to audit and the final accounts will be submitted by the end of June 2023.</p>	
	<p>Arlene Wood then invited Alastair Grant, Chair of FP&S to comment on discussions at the Committee before questions from Board members. Alastair Grant confirmed that the committee took assurance from the report and additional information it had received following their meeting.</p>	
	<p>Discussion took place around a potential overspend in Self Directed Support payments, the budget for which is under continual review.</p>	
	<p>The Board were assured that there is robust financial monitoring in place and approved both the financial monitoring position as at 31 March 2023 and the use of the reserves as at 31 March 2023.</p>	
	7.2 Performance Report - Executive Summary	
	<p>The full Performance Report had been discussed at the Finance, Performance & Scrutiny Committee on 12 May 2023.</p>	
	<p>Fiona McKay presented the report which details the current targets set by the MSG Indicators. Areas which are showing red on the full report are brought to the IJB for further discussion. A Development Session was to be organised for FP&S members to look at the Performance Report in more detail, this has been widened to include all IJB members.</p>	VS
	<p>Arlene Wood invited Alastair Grant, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members. Alastair Grant confirmed that a good discussion had been held on this item and specific areas had been highlighted.</p>	
	<p>Nicky Connor gave some context on how we supporting and developing a business improvement model which will include a performance framework. This will be discussed by the IJB Chairs at their meeting on the afternoon of Friday 26 May 2023. Nicky Connor and Arlene Wood met recently with the Cabinet Secretary and Chief Officers from across Scotland to discuss the value placed on work across H&SC partnership and opportunities for whole system working.</p>	

NO	TITLE	ACTION
7	INTEGRATED PERFORMANCE (CONT)	
	7.2 Performance Report - Executive Summary (Cont)	
	<p>Rosemary Liewald asked for an update on evening CAHMS clinics, Rona Laskowski advised these were having a positive impact on waiting times and offered to discuss with Rosemary Liewald in more detail outwith the meeting.</p> <p>The Board were assured that the full report has been discussed at the relevant committee, the areas which require improvement are highlighted in the appendix and are subject to continual scrutiny by Head of Service.</p>	
8	GOVERNANCE & OUTCOMES	
	8.1 Locality Planning 2023	
	<p>This report has been discussed at the Quality & Communities Committee on 3 May 2023.</p> <p>Fiona McKay presented the report which highlights the thematic priorities in each of the seven localities, each of which is supported by a Senior Leadership Team (SLT) member. Over the last two months SLT members and Jacqui Stringer have attended each of the seven Local Areas Committee and the discussion at these meetings has helped shape the report. In future there will be tests of change and deep dives into pertinent issues within the different localities with mental health and carers being key in all seven areas.</p> <p>Arlene Wood invited Sinead Braiden, Chair of Q&C Committee to comment on discussions at the Committee before questions from Board members. The committee were delighted to see the work in progress across Fife and would welcome further reports in the future.</p> <p>Discussion took place around Community Chest funding and Fiona McKay confirmed there is a team in place to support this, the application process is to be launched in the coming weeks, the different ways people can be referred to the service and a test of change currently ongoing in the Levenmouth area, the learning from which will be brought back and shared with other areas.</p> <p>This Board were assured of the ongoing work undertaken in the localities across Fife.</p>	
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS	
	9.1 Annual Assurance Statements From Governance Committees	
	<p>This report had been discussed at the Quality & Communities Committee on 3 May, Audit & Assurance (A&A) Committee on 10 May 2023 and Finance, Performance & Scrutiny Committee on 12 May 2023.</p> <p>Vanessa Salmond presented this report which contained the Annual Assurance Statements for each of the three governance committees. Feedback from committees had been included in the final versions of the statements. This process is being reviewed and changes will be included in next year's reports.</p>	

NO	TITLE	ACTION
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT) 9.1 Annual Assurance Statements From Governance Committees (Cont)	
	<p>Arlene Wood invited in turn Sinead Braiden, Chair of Q&C, Dave Dempsey, Chair of A&A and Alastair Grant, Chair of FP&S to comment on discussions at their meeting before questions from Board members. All three confirmed their support for the final statements and discussion had been around recognising the work done in previous years and how to improve process. There were no questions from board members.</p> <p>The Board were assured that good governance is in place across the partnership and noted the proposed improvement activities around IJB Committee Structure and associated processes to be undertaken during 2023-24.</p>	
10	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED	
	Audit & Assurance Committee Dave Dempsey confirmed that the Committee is continuing to look at Risk in detail and discussed the Annual Assurance Statements.	
	Finance, Performance & Scrutiny Committee Alastair Grant advised the committee had full discussions on the Palliative Care and Finance Update papers.	
	Quality & Communities Committee Sinead Braiden had no items for escalation.	
	Local Partnership Forum (LPF) Simon Fevre advised the LPF had discussed the Palliative Care Transformation paper in details as well as receiving updates on Mandatory Training and Fire Safety. The annual iMatter staff survey will be sent to all H&SC staff in approximately 8 weeks.	
	Strategic Planning Group David Graham had left the meeting and Fiona McKay advised that full discussion had taken place on the Commissioning and Advocacy Strategies and flash reports on other strategies which are being developed.	
11	AOCB	
	Dave Dempsey highlighted recent negative publicity about services at Queen Margaret Hospital (QMH) in Dunfermline. Nicky Connor reiterated that QMH is vitally important in the provision of healthcare in Fife and key functions carried out there include services that support all of Fife. There are services that are Health and Social Care Services including mental health, inpatient wards, Minor Injuries, community services and outpatient clinics. It is also leading innovative work for NHS Fife such as Queen Margaret Hospital becomes first in Scotland to offer pioneering new procedure in the treatment of enlarged prostate, Day Surgery; Diagnostic and Imaging Centre; The ophthalmology service sees significant numbers of patients each year and the organisation invested in a new Jack and Jill Theatre; Queen Margaret also delivers same	

NO	TITLE	ACTION
11	AOCB (Cont) day case for gynaecology and breast cancer. The function of Queen Margaret Hospital has evolved considerably over the course of the last decade and now provides a range of the modern healthcare services that the whole of Fife rely upon. Nicky Connor undertook to discuss with NHS Fife and the NHS Communications team to promote QMH and the services it provides.	NC
12	DATES OF NEXT MEETINGS IJB DEVELOPMENT SESSION – FRIDAY 23 JUNE 2023 INTEGRATION JOINT BOARD – FRIDAY 28 JULY 2023	