

## South and West Fife Area Committee



Please note that this meeting will be held remotely

Wednesday, 10th August, 2022 - 9.30 a.m.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of South and West Fife Area Committee of 27th May, 2022. 3 - 4
4. **APPOINTMENTS TO EXTERNAL ORGANISATIONS** – Report by the Head of Legal and Democratic Services. 5 - 7
5. **SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2022-2023** 8 - 13
6. **NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-

“Committee notes the extensive remit of Area Committees and the extent of interaction with different parts of The Council.

Committee further notes that factors currently outwith the control of the Committee and Community Manager, including total staffing resource, powers in relation other directorates and overall budgets have a significant impact on the ability to deliver for the communities we represent.

Committee agrees to establish a working group to explore better ways of working as a Committee”.

Proposed by Councillor David Barratt  
Seconded by Councillor Sam Steele

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

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

3rd August, 2022.

If telephoning, please ask for:

Michelle McDermott, Committee Officer, Fife House, Glenrothes

Telephone: 03451 555555, ext. 442238; email: [Michelle.McDermott@fife.gov.uk](mailto:Michelle.McDermott@fife.gov.uk)

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## 2022 SWFAC 1

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

27th May, 2022.

2.00 p.m. – 2.05 p.m.

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

**ATTENDING:** Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; and Alastair Mutch, Community Manager (South and West Fife), Communities and Neighbourhoods Service.

#### 1. MEMBERSHIP OF COMMITTEE

##### Decision

The Committee noted its membership as detailed on the agenda.

#### 2. APPOINTMENT OF CONVENER

Councillor Andy Jackson, seconded by Councillor Sarah Neal, nominated Councillor David Barratt as Convener.

##### Decision

Councillor Barratt was appointed as Convener of the South and West Fife Area Committee.

#### 3. APPOINTMENT OF DEPUTE CONVENER

##### Motion

Councillor Brian Goodall, seconded by Councillor Andy Jackson, moved that Councillor Sam Steele be appointed as Depute Convener.

##### Amendment

Councillor Andrew Verrecchia, seconded by Councillor Patrick Browne, moved that Councillor Graham Downie be appointed as Depute Convener.

##### Roll Call

##### **For the motion – 5 votes**

Councillors David Barratt, Brian Goodall, Andy Jackson, Sarah Neal and Sam Steele.

**For/**

## 2022 SWFAC 2

### **For the Amendment – 5 votes**

Councillors Patrick Browne, Dave Dempsey, Graeme Downie, Andrew Verrecchia and Conner Young.

### **Decision**

As there was no clear majority, the appointment of Depute Convener was referred back to full Council at its next meeting on 9th June, 2022 for determination and in accordance with the agreed procedure.

10th August, 2022.  
Agenda Item No. 4

## Appointments to External Organisations

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

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Wards Affected: 1, 5 and 6

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### Purpose

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The purpose of this report is to ask the Area Committee to agree member representation on those external organisations detailed in Appendix 1.

### Recommendation(s)

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The Committee is asked to agree member appointments to the organisations detailed in the Appendix 1 to this report.

### Resource Implications

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There are no direct resource implications arising from this report.

### Legal & Risk Implications

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External organisations have their own governance structures and members should seek advice from the Head of Legal and Democratic Services on any concerns they have on membership of the organisations. In particular, members may be subject to other legislation such as the Companies Acts (directors' responsibilities) and charity law.

Failure to make such appointments may mean the external organisation cannot function effectively or secure a quorum at meetings.

### Impact Assessment

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An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

### Consultation

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During the review carried out by Legal and Democratic Services, feedback was sought from organisations, officers and elected members previously appointed to ascertain if member appointment was still required.

## 1.0 Background

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- 1.1 Following a review of member appointments to external organisations, the Council at its meeting on 9th June, 2022, agreed to nominate members to a number of external organisations, where Council representation is required. It also delegated appointment of those members to either the Cabinet Committee or relevant Area Committee. (*Previous Minute Reference – para. 20 of 2022 FC 34 – Fife Council of 9 June 2022 – refers.*)

## 2.0 Current position

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- 2.1 Members are asked to consider the list of external organisations as set out in Appendix 1 and agree the members nominated to each of the organisations listed.

### List of Appendices

1. External organisations requiring member appointment in South and West Fife Area.

### Report Contact

Michelle McDermott  
Committee Officer  
Legal and Democratic Services  
Fife House  
Glenrothes  
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**External Organisations requiring member appointment from  
South and West Fife Area**

<b>External Organisation</b>	<b>Main Functions / Purpose of Organisation</b>	<b>Ward(s)</b>	<b>No of Members to be Appointed</b>
Carnegie Dunfermline & Hero Fund Trusts	To support and initiate projects and activities across a wide range of arts, sport, recreation, education, heritage, community and welfare in Dunfermline.	1 & 5	2 from South and West Fife Area (also 2 from City of Dunfermline)
Comrie Colliery Environmental Trust and Liaison Committee	To agree the distribution of funds from the Comrie Colliery Opencast site for the benefit of the community and undertake community liaison.	1	3
Dunfermline and West Fife Sports Council	Advising on and supporting sports in Dunfermline and West Fife.	1,5 & 6	1 from South and West Fife Area (also 1 from City of Dunfermline)
Dunfermline and West Fife Local Tourist Association	Local Area Group set up to develop and deliver local tourism projects. The Chair reports to the Fife Tourism Partnership.	1,5 & 6	1 from South and West Fife Area (also 1 from City of Dunfermline)
Longannet Power Station and Valleyfield Ash Lagoons Liaison Committee	To identify and monitor the environmental impact and potential impact of the Valleyfield Ash Lagoons and to assist the community to liaise with Fife Council and Scottish Power.	1	3
Mossmorran and Braefoot Bay Community and Safety Committee	The Committee shall provide a forum which will enable the local communities (1) to be aware of developments likely to take place at Mossmorran and Braefoot Bay; (2) to be briefed on environmental impacts and safety issues associated with the existing plant and terminal and associated with developments affecting the plant and terminal (this includes from the three Expert Advisory Groups for Air Quality, Noise, Vibration and Light and Communications) (3) to allow the views of local communities on these issues to be properly expressed	6	1 from South and West Fife Area (also 1 from Cowdenbeath Area and 1 from Kirkcaldy Area)
North Queensferry Community Trust	Projects to benefit the residents of North Queensferry and visitors. Currently managing the harbour and looking at a Community Buyout of the local pub.	6	1
Rosyth Local Liaison Committee	The Rosyth LLC exists to enable and encourage public engagement in the safe and sustainable management of the activities undertaken at the yard, including dismantling and disposal of defueled nuclear submarines.	5	3

<b>10th August, 2022</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Appointments to Partner Organisations	Legal and Democratic Services	Michelle McDermott	

<b>28th September, 2022</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Traffic Regulation Orders	Assets, Transportation and Environment	Phil Clarke	
Radiation Monitoring at Dalgety Bay	SEPA MOD	Nina Patton Stephen Ritchie	<b>Six monthly update</b>
Complaints Update	Customer Services Improvement	David Thomson	<b>Annual report – last update 25th August, 2021</b>
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson	<b>Annual report – last update 16th June, 2021</b>
Operational Briefing on Policing Activities within South and West Fife Area	Police Scotland	Inspector Tony Rogers	<b>Annual report – last update 16th June, 2021</b>
Scottish Fire and Rescue Service Annual Performance Report – 2021/22	Scottish Fire and Rescue Service	Station Commander Russell Hammell	<b>Annual report – last update 16th June, 2021</b>
The Cairns, Charlestown	Communities and Neighbourhoods Service	Alastair Mutch	As agreed at 2nd February, 2022 meeting – update report on consultation with residents and funding position
Area Roads Programme 2021-2022 – Final Report	Assets, Transportation and Environment	Vicki Connor	<b>Annual report – last update 25th August, 2021</b>



<b>28th September, 2022</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process	Heath and Social Care	Alan Adamson / Fiona McKay	<b>Annual report – last update 6th October, 2021</b>
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required
<i>Invitation to MSYPs to attend meeting</i>	<i>Communities and Neighbourhoods</i>	<i>Alastair Mutch</i>	<i>Rhiannon Craig and Fraser Adams, Cowdenbeath Constituency and Fraser Jarvis, Dunfermline Constituency</i>

<b>23rd November, 2022</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Traffic Regulation Orders	Assets, Transportation and Environment	Phil Clarke	If required
Transport Scotland Update	Transport Scotland / BEAR Scotland	Scott Lees / Andy Thompson	Agreed would provide update in a year's time - October, 2021
Criminal Justice Social Work Service – Community Payback Unpaid Work Scheme	Education and Children's Services	Stuart MacArthur	<b>Annual report – last update 1st December, 2021</b>
South East Inverkeithing Regeneration – Progress Report	Housing Service / Communities and Neighbourhoods Service	Deborah Stevens / Alastair Mutch	<b>Six monthly update – last update 6th October, 2021</b>
Area Housing Plan Update	Housing Service	Claire MacKinlay	<b>Six monthly update – last update 23rd March, 2022</b>
Common Good Funds Annual Report	Finance and Corporate Services	Eleanor Hodgson	<b>Annual report – last update 6th October, 2021</b>

South and West Fife Area Committee

23rd November, 2022			
Title	Service(s)	Contact(s)	Comments
Settlement Trust – Annual Update on Expenditure and Funds Held – 2021/22	Communities and Neighbourhoods / Finance and Corporate Services	Alastair Mutch / Eleanor Hodgson	<b>Annual report – last update 6th October, 2021</b>
Non-Settlement Trust – Annual Update on Expenditure and Funds Held – 2021/22	Communities and Neighbourhoods / Finance and Corporate Services	Alastair Mutch / Eleanor Hodgson	<b>Annual report – last update 6th October, 2021</b>
Area Capital Update Report 2021/22	Finance and Corporate Services	Eleanor Hodgson	<b>Annual report – last update 6th October, 2021</b>
Summer Provision Activities	Communities and Neighbourhoods	Alastair Mutch	
Local Community Plan Refresh	Communities and Neighbourhoods	Alastair Mutch	
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required
<b>Consultation Session – Area Roads Programme 2023-24 following conclusion of Committee meeting</b>	<b>Assets, Transportation and Environment</b>	<b>Neil Watson</b>	

1st March, 2023			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Order	Assets, Transportation and Environment	Phil Clarke	If required
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Nina Patton / Stephen Ritchie	<b>Six monthly update – last update 28th September, 2022</b>
Local Area Economic Profile	Business and Employability	Peter Corbett	<b>Annual update – last update 2nd February, 2022</b>

<b>1st March, 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Assets, Transportation and Environment	John O'Neil	<b>Annual report – last update 2nd February, 2022</b>
Area Roads Programme 2023/24	Assets, Transportation and	Neil Watson	
Pupil Equity Fund	Education and Children's Services	Sarah Else	<b>Annual report – last update 2nd February, 2022</b>
Local Community Plan and South and West Fife Community Learning Development Partnership Update	Communities and Neighbourhoods	Mandy McEwan	<b>Annual report – last update 2nd February, 2022</b>
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

<b>26th April, 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Traffic Regulation Order	Assets, Transportation and Environment	Phil Clarke	If required.
School Attainment and Achievement Report	Education and Children's Services	Deborah Davidson	<b>Annual report – last update 23rd March, 2022</b>
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

<b>21st June, 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Traffic Regulation Order	Assets, Transportation and Environment	Phil Clarke	If required.
Area Housing Plan Update	Housing Service	Claire MacKinlay	<b>Six monthly update – last update 28th September, 2022</b>
Area Capital Update Report	Finance and Corporate Services	Eleanor Hodgson	<b>Six monthly update – last update 28th September, 2022</b>
South East Inverkeithing Regeneration – Progress Report	Housing Service / Communities and Neighbourhoods	Deborah Stevens / Alastair Mutch	<b>Six monthly update – last update 23rd November, 2022</b>
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Highlighting the Work of the Reducing Offending and Re-offending Partnership (ROAR)	Communities and Neighbourhoods Service	Kirstie Freeman	As agreed at 13th November, 2019 meeting (was due to be submitted in April, 2020 but meeting cancelled due to Covid-19)
Additional Nursery Hours Update	Education and Children’s Services	Shelagh McLean	As agreed at 4th March, 2020 meeting
Credit Union Update	Communities and Neighbourhoods Service / Credit Union	Alastair Mutch	Briefing or Committee presentation (tbc)
Maintenance of Private Land by Private Landowners	Assets, Transportation and Environment	John Rodigan	Motion as agreed at January 2021 meeting. To be considered at E&PS Committee in February, 2022 and Area Committees to be updated thereafter

Unallocated			
Title	Service(s)	Contact(s)	Comments
<i>Report of the Pupilwise and Parentwise Surveys</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	<b>Annual report</b> – Last update 14th August, 2019 (no survey in 2020). Survey to be undertaken end of 2021. Report to come back in 2022
<i>Children's Services Report</i>	<i>Education and Children's Services</i>	<i>Deborah Davidson</i>	No report submitted in 2020 – Agile Action Plan for Children's Services in Fife was emailed to Conveners and Community Managers in September, 2020. Deborah will advise on new date for submission (2021)
<i>Early Learning and Childcare</i>	<i>Education and Children's Services</i>	<i>Jacqueline Price</i>	Last update 2nd October, 2019. No report submitted in 2020. Jacqueline will advise on new date for submission.
Future Provision of Cemeteries	Assets, Transportation and Environment (Burial Service)	Liz Murphy	Following a report going to Assets Committee in October 2021, it's been agreed that a consultation exercise will be carried over the coming year (2022) in relation to the cemetery strategy. This will be on an area by area basis so won't be providing a report to committee at this point in time. (Liz Murphy - Jan 2022)
Future of Inverkeithing High School Site	Assets and Corporate Services / Education and Children's Services		Motion as agreed at the 23 <sup>rd</sup> March, 2022 meeting – to be followed up within the new Administration (send to appropriate Committee Officer)