

FIFE COUNCIL OF 9TH JUNE, 2022

MINUTE VOLUME

NOTE

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

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

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

FIFE COUNCIL

INDEX FOR MINUTE VOLUME

	<u>Page Nos.</u>
1. Central & West Planning	
Central & West Planning Committee of 16 th March and 13 th April, 2022	1 - 4
2. North East Planning	
North East Planning Committee of 9 th March and 6 th April, 2022	5 - 13
3. Fife Planning Review Body	
Fife Planning Review Body of 28 th March, 2022	14
4. Regulation and Licensing	
Regulation and Licensing Committee of 15 th February, 15 th March and 12 th April, 2022	15 - 39
5. Policy and Coordination Committee	
Policy and Coordination Committee of 3 rd March and 14 th April, 2022	40 - 52
6. Common Good and Trust Investment Sub-Committee	
Common Good and Trust Investment Sub-Committee of 29 th March, 2022	53 - 54
7. Standards & Audit Committee	
Standards & Audit Committee of 19 th April, 2022	55 - 58
8./	

8.	Superannuation Fund & Pensions Committee	
	Superannuation Fund & Pensions Committee of 29 th March, 2022	59 - 63
9.	Glenrothes Area Committee	
	Glenrothes Area Committee of 30 th March and 26 th May, 2022	64 - 69
10.	Levenmouth Area Committee	
	Levenmouth Area Committee of 23 rd March and 26 th May, 2022	70 - 75
11.	City of Dunfermline Area Committee	
	City of Dunfermline Area Committee of 22 nd March and 31 st May, 2022	76 - 81
12.	Kirkcaldy Area Committee	
	Kirkcaldy Area Committee of 22 nd March and 31 st May, 2022	82 - 88
13.	South & West Fife Area Committee	
	South & West Fife Area Committee of 23 rd March and 27 th May, 2022	89 - 93
14.	Cowdenbeath Area Committee	
	Cowdenbeath Area Committee of 30 th March and 31 st May 2022	94 - 99
15.	North East Fife Area Committee	
	North East Fife Area Committee of 16 th March and 31 st May, 2022	100 - 108
16.	Fife Health & Social Care Integration Joint Board	
	Fife Health & Social Care Integration Joint Board of 22 nd October and 26 th November, 2021 and 28 th January and 25 th March, 2022.	109 - 137

2022 CWPC 91

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

16th March, 2022

2.00 p.m. – 2.50 p.m.

PRESENT: Councillors Alice McGarry (Convener), David Alexander, Alistair Bain, John Beare, Dave Coleman, Derek Glen, Mick Green, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

ATTENDING: Mary Stewart, Service Manager - Major Business & Customer Service, Jamie Penman, Planner, Martin McGroarty, Lead Professional and Martin Mackay, Planning Assistant, Economy, Planning and Employability Services; Mary McLean, Team Manager - Legal Services and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGY FOR ABSENCE: Councillor Bobby Clelland.

217. DECLARATIONS OF INTEREST

No Declarations of Interest were submitted in terms of Standing Order 7.1.

218. MINUTE

The Committee considered the minute of the Central and West Planning Committee of 16th February, 2022.

Decision

The Committee agreed to approve the minute.

219. 21/03031/FULL - LAND TO SOUTH OF LOCHGELLY ROAD, COWDENBEATH

The Committee considered a report by the Head of Planning relating to an application for the major development of 97 affordable residential dwellings, formation of access, landscaping and other associated infrastructure.

Decision

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

220. 21/03531/FULL - LAND AT STRATHRUDDIE, KINGLASSIE

The Committee considered an application by the Head of Planning relating to an application for a proposed solar farm up to 25MW, battery storage and associated access and infrastructure.

Decision/

Decision

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

221. 21/03873/FULL - DRIVE IN, ORIEL ROAD, KIRKCALDY

The Committee considered a report by the Head of Planning relating to an application for change of use of part of retail (Class 1) with associated cafe (Class 3) for form retail unit (Class 1) and hot food takeaway (Sui Generis) including installation of flues to side and rear and formation of doors to front, side and rear (Section 42 application to amend Condition 2 attached to planning application 20/03219/FULL to allow opening until 2300 hrs).

Decision

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

222. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the list of applications dealt with under delegated powers for the period 24th January to 20th February, 2022.

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

13th April, 2022

2.00 p.m. – 3.20 p.m.

PRESENT: Councillors Alice McGarry (Convener), Alistair Bain, John Beare, Bobby Clelland, Derek Glen, Mick Green, Gordon Langlands, Helen Law, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

ATTENDING: Declan Semple, Lead Officer and Jamie Penman, Planner, Economy, Planning & Employability Services; Christopher Glendinning, Solicitor and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

APOLOGY FOR ABSENCE: Councillor Dave Coleman.

223. DECLARATIONS OF INTEREST

No Declarations of Interest were submitted in terms of Standing Order 7.1.

224. MINUTE

The Committee considered the minute of the Central and West Planning Committee of 16th March, 2022.

Decision

The Committee agreed to approve the minute.

225. 21/00286/FULL - LAND TO EAST OF CRAIGFOOT WALK, KIRKCALDY

The Committee considered a report by the Head of Planning relating to an application for the erection of 8 dwellinghouses with associated access, parking and infrastructure.

Decision

The Committee agreed to refuse the application:-

- (1) in the interests of safeguarding protected open space, in that the proposed development would result in the unjustified loss of designated open space used by the public with no equivalent or improved alternative open space being provided as part of the proposed development, contrary to Scottish Planning Policy (2014) and Policies 1, 3 and 10 of the Adopted FIFEplan (2017); and
- (2) in the interests of safeguarding the natural environment and biodiversity, in that the proposed development would result in the unjustified loss of an existing green network asset and coastal greenspace at Seafield, contrary to Scottish Planning Policy (2014), Policies 1, 3, 10 and 13 of the Adopted FIFEplan (2017) and the Making Fife's Places Supplementary Guidance (2018).

226./

226. 21/03819/FULL - FORMER SCHOOL SITE, BLACKLAW ROAD, DUNFERMLINE

The Committee considered a report by the Head of Planning relating to an application for a major development of 85 affordable dwellings, associated infrastructure and landscaping at the former school site, Blacklaw Road, Dunfermline.

Decision

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

227. 21/03949/FULL - FREESCALE SITE, DUNLIN AVENUE, DUNFERMLINE

The Committee considered a report by the Head of Planning relating to an application for the formation of an embankment (part retrospective) at the Freescale Site, Dunlin Drive, Dunfermline.

Decision

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

228. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the list of applications dealt with under delegated powers for the period 21st February to 20th March, 2022.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the local government elections in May 2022, the Convener expressed her appreciation of the contributions and efforts by all members and officers in supporting the work of the Committee over the past five years, wishing them all well for the future.

The Committee, in return, expressed their appreciation of the Convener's thirty six years of public service and wished her a long and happy retirement.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

9th March, 2022

1.30 p.m. – 3.00 p.m.

PRESENT: Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

ATTENDING: Chris Smith, Lead Officer Development Management, Economy, Planning & Employability Services; Steven Paterson, Solicitor; Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

APOLOGIES FOR ABSENCE: Councillor Margaret Kennedy.

339. DECLARATIONS OF INTEREST

Councillor Verner declared an interest in Para. 341 - 21/01491/FULL - 150 North Street, St Andrews - as she had a non-financial family connection with the applicant.

340. MINUTE

The Committee considered the minute of meeting of the North East Planning Committee of 9th February, 2022.

Decision

The Committee agreed to approve the minute.

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

341. 21/01491/FULL - 150 NORTH STREET, ST ANDREWS

The Committee considered a report by the Head of Planning relating to an application for change of use from private garden to outdoor seating area, including siting of coffee kiosk and installation of replacement gate.

Decision

The Committee agreed:-

(1) to refuse the application:-

- (a) in the interests of protecting the character and appearance of the designated St Andrews Conservation Area and surrounding historic environment, the proposed development was considered to be contrary to Section 64(1) of the Town and Country Planning (Listed Buildings/

2022 NEPC 204

Buildings and Conservation Areas) (Scotland) Act 1997; Scottish Planning Policy – Valuing the Historic Environment (2014); Historic Environment Scotland Policy for Scotland (2019); Policies 1, 10 and 14 of the Adopted FIFEplan (2017); Making Fife's Places Supplementary Planning Guidance (2018); the St Andrews Conservation Area Appraisal and Management Plan (2010); and Guideline 17 of the St Andrews Design Guidelines 2011 by virtue of its prominent location, form, layout and proposed use would have a detrimental visual impact on the designated conservation area, streetscape, prevailing pattern of development and historic environment;

- (b) in the interests of protecting visual amenity, the proposed development was considered to be contrary to Scottish Planning Policy (2014); Policies 1, 10 and 14 of the Adopted FIFEplan (2017); and Making Fife's Places Supplementary Planning Guidance (2018) by virtue of its prominent location, form, layout and proposed use resulting in a detrimental impact on the character and appearance of the surrounding area/ streetscape and failing to make a positive contribution towards the surrounding townscape, immediate environment and built environmental quality; and
 - (c) in the interests of preserving residential amenity, the proposed development did not comply with Policies 1 and 10 of the Adopted FIFEplan (2017) due to its detrimental impact on the residential amenity of adjoining or nearby residential properties and other residents arising from the proposed use in respect of noise and disturbance introducing an impact on residential amenity not currently experienced; and
- (2) agreed to delegate to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

Councillor Verner re-joined the meeting prior to consideration of the following item.

342. 21/03865/FULL - 6 & 10-12 STATION ROAD, ST MONANS, ANSTRUTHER

The Committee considered a report by the Head of Planning relating to an application for the change of use of part of retail (Class 1) to cafe/wine bar (Class 3) (Retrospective).

Decision

The Committee agreed to approve the application, subject to the 2 conditions and for the reasons detailed in the report.

343. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS

Decision/

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 24th January to 20th February, 2022.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

6th April, 2022

1.00 p.m. – 5.45 p.m.

PRESENT: Councillors Donald Lothian (Convener), Bill Connor, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

ATTENDING: Alastair Hamilton, Service Manager, Development Management; Steve Iannarelli, Strategic Development Manager, Development Management; Mark Barrett, Lead Officer, Transportation Development Management; Steven Paterson, Solicitor; and Diane Barnet, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Tim Brett, Margaret Kennedy and Tony Miklinski.

344. DECLARATIONS OF INTEREST

Councillor Thomson declared an interest in Para. No. 348 - 21/00088/ARC - Land to South West of Younger Gardens, Melville Road, St Andrews; Para. No. 349 - 21/00091/ARC - Land to South West of Younger Gardens, Melville Road, St Andrews; and Para. 350 - 21/00917/FULL - Street Record C5 from Q14 Junction to Q15 Junction, Craigtoun (associated proposed roundabout access) - as a close friend was one of the objectors to the development (Application Ref. 21/00088/ARC and 21/00091/ARC as noted).

Councillor Docherty declared an interest in Para. 347 - 20/02763/FULL – 67 Spottiswoode Gardens, St Andrews - as he knew the applicant.

345. MINUTE

The Committee considered the minute of meeting of the North East Planning Committee of 9th March, 2022.

Decision

The Committee agreed to approve the minute.

The Convener, Councillor Lothian, left the meeting during consideration of the following item (due to technical reasons), and the Vice-Convener, Councillor Verner took the chair for the remainder of the meeting.

346. 19/01270/FULL - CARPHIN HOUSE, LUTHRIE, CUPAR

The Committee considered a report by the Head of Planning relating to the installation of a grass reinforcement system (retrospective).

Decision/

Decision

The Committee agreed to:-

- (1) refuse the application in the interests of preventing flood risk and adopting a precautionary principle to flood risk, on the grounds that the applicant had failed to adequately demonstrate that the application proposal would not lead to an increase in flooding and that the development would deliver the required level of surface water drainage infrastructure and function in a sustainable manner. The application proposal was therefore considered to be contrary to Scottish Planning Policy (2014) and Policies 1, 3 and 12 of the Adopted FIFEplan Local Development Plan (2017);
- (2) delegate authority to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to finalise the full reason for refusal in order to ensure that a decision on the application was not unduly delayed; and
- (3) delegate authority to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to consider potential enforcement action to facilitate site restoration including the removal of any hardcore and any plastic membrane systems.

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

347. 20/02763/FULL - 67 SPOTTISWOODE GARDENS, ST ANDREWS

The Committee considered a report by the Head of Planning relating to an application for the erection of a dwellinghouse with associated access and parking on land to the South East of No. 67 Spottiswoode Gardens, St Andrews.

Decision

The Committee agreed to approve the application subject to the 9 conditions and for the reasons detailed in the report.

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

The Committee adjourned at 2.35 p.m.

The Committee reconvened at 2.45 p.m.

Prior to consideration of the following 3 items, Councillor Thomson, having declared an interest, left the meeting at this point.

Councillor Docherty re-joined the meeting partway through the Planning Officer's detailed presentation of the following Planning application and, having not had the benefit of the full presentation, was not entitled to participate in the debate or vote on the item.

348./

348. 21/00088/ARC - LAND TO SOUTH WEST OF YOUNGER GARDENS, MELVILLE ROAD, ST ANDREWS

The Committee considered a report by the Head of Planning relating to an application for approval of a strategic infrastructure delivery plan and design/development brief required by conditions 1(J) and 1(K) of planning permission 15/01823/EIA.

Decision

The Committee agreed to approve the application unconditionally.

Councillor Marjoram left the meeting during consideration of the following item.

349. 21/00091/ARC - LAND TO SOUTH WEST OF YOUNGER GARDENS, MELVILLE ROAD, ST ANDREWS

The Committee considered a report by the Head of Planning relating to an application for approval of matters specified by condition 1(a), 1(e), 1(f), 1(g) and 1(h) and 2(a-ff) of 15/01823/EIA for residential development of UP TO 363 residential units.

Decision

The Committee agreed to approve the application subject to the 20 conditions and for the reasons detailed in the report.

350. 21/00917/FULL - STREET RECORD C65 FROM Q14 JUNCTION TO Q15 JUNCTION, CRAIGTOUN

The Committee considered a report by the Head of Planning relating to an application for a proposed roundabout access from Craigtoun Road.

Decision

The Committee agreed to approve the application subject to:-

- (1) the 7 conditions and for the reasons detailed in the report; and
- (2) an additional condition (8) as follows:

'PRIOR TO ANY WORK COMMENCING ON SITE, a revised landscaping plan and a scheme of landscaping indicating the siting, numbers, species, nursery planting stage, heights and girth (at time of planting) of all trees, shrubs and hedges to be planted and retained shall be submitted for approval in writing by the Planning Authority.

Reason: In the interests of securing an appropriate landscaping species mix and planting stage that reflects the compensatory planting requirements within the approved Arboricultural Implication Assessment.'

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

351./

351. 21/00550/FULL - LAND TO NORTH OF 14A DURA VIEW, PITSCOTTIE

The Committee considered a report by the Head of Planning relating to an application for the erection of a dwellinghouse and associated garage and installation of an electric vehicle charging point.

Decision

The Committee agreed to approve the application subject to the 5 conditions and for the reasons detailed in the report.

352. 21/01075/FULL - LAND TO SOUTH EAST OF BALMUNGO HOUSE, BALRYMONTH, ST ANDREWS

The Committee considered a report by the Head of Planning relating to an application for the erection of a dwellinghouse, including associated infrastructure, access, landscaping and parking (at land to the South East of Balmungo House, Balrymonth Street, St Andrews).

Motion

Councillor Liston, seconded by Councillor Docherty, moved to refuse the application :-

- (1) in the interests of safeguarding the countryside from unjustified sporadic residential development, the need for a new dwellinghouse in this location was not justified as the application site was outwith any defined settlement boundary, was not allocated for housing and did not address a shortfall in the 5 year effective housing land supply in the TAYPlan area of Fife nor meet any of the other criteria set out in Policy 8 of the Adopted Local Plan all contrary to Scottish Planning Policy (2014) and Policies 1, 2, 7, and 8 of the Adopted FIFEplan Local Development Plan (2017).
- (2) in the interests of protecting the environmental quality of the St Andrews Greenbelt, the proposed development would result in the formation of a dwellinghouse on an area of Greenbelt land which would be outwith any existing cluster of dwellinghouses and would not result in either (i) the rehabilitation and/or conversion of a complete or substantially complete existing building; nor (ii) the demolition and subsequent replacement of an existing house as set out within Policy 9 of the adopted Local Development Plan, all contrary to Scottish Planning Policy 2014 and Policies 1, 7, 8, 9 and 10 of the adopted FIFEPlan Local Development Plan (2017); and
- (3) in the interests of road safety and sustainable travel, the application site was located in an area where more sustainable modes of transport, including public transport, was not readily and safely available necessitating the need for the use of private motor vehicles to access local amenities all contrary to Scottish Planning Policy (2014); Policies 1, 3, 7 and 11 of the adopted FIFEPlan Local Development Plan (2017); and the adopted Making Fife's Places Supplementary Planning Guidance (2018).

Amendment/

Amendment

Councillor Porteous moved as an amendment to approve the application subject to the 7 conditions and for the reasons detailed in the report. Having not been seconded, the amendment was not competent, however, Councillor Porteous requested his dissent be recorded.

Decision

The Committee agreed:-

- (1) to refuse the application:-
 - (a) in the interests of safeguarding the countryside from unjustified sporadic residential development, the need for a new dwellinghouse in this location was not justified as the application site was outwith any defined settlement boundary, was not allocated for housing and did not address a shortfall in the 5 year effective housing land supply in the TAYPlan area of Fife nor meet any of the other criteria set out within Policy 8 of the Adopted Local Plan all contrary to Scottish Planning Policy (2014) and Policies 1, 2, 7, and 8 of the Adopted FIFEplan Local Development Plan (2017);
 - (b) in the interests of protecting the environmental quality of the St Andrews Greenbelt, the proposed development would result in the formation of a dwellinghouse on an area of Greenbelt land which would be outwith any existing cluster of dwellinghouses and would not result in either (i) the rehabilitation and/or conversion of a complete or substantially complete existing building; nor (ii) the demolition and subsequent replacement of an existing house as set out in Policy 9 of the Adopted Local Development Plan, all contrary to Scottish Planning Policy (2014) and Policies 1, 7, 8, 9 and 10 of the Adopted FIFEPlan Local Development Plan (2017); and
 - (c) in the interests of road safety and sustainable travel, the application site was located in an area where more sustainable modes of transport, including public transport was not readily and safely available necessitating the need for the use of private motor vehicles to access local amenities all contrary to Scottish Planning Policy (2014); Policies 1,3, 7 and 11 of the adopted FIFEPlan Local Development Plan (2017); and the adopted Making Fife's Places Supplementary Planning Guidance (2018); and
- (2) to delegate to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

353. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 21st February to 20th March, 2022.

VICE-CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Vice-Convenor expressed her appreciation of the contributions of all members and officers in supporting the work of the Committee.

THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – REMOTE MEETING

28th March, 2022.

2.00 p.m. - 3.58 p.m.

PRESENT: Councillors David Barratt (Convener), Mino Manekshaw, Alice McGarry, Ross Paterson and Bill Porteous.

ATTENDING: June Barrie, Manager (Legal Services), Legal and Democratic Services; and William Shand, Planning Adviser to the FPRB.

125. DECLARATIONS OF INTEREST

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

126. MINUTE

The minute of the Fife Planning Review Body of 31st January, 2022 was submitted.

Decision

The Review Body approved the minute.

127. APPLICATION FOR REVIEW - LAND TO WEST OF CARSWELL WYND, AUCHTERMUCHTY (APPLICATION NO. 19/03631/PPP)

Following an earlier site inspection, the Review Body considered the Application for Review submitted by Gladman Developments Ltd. in respect of the decision to refuse planning permission, in principle, for the erection of affordable housing, formation of access, landscaping, open space and associated works (Application No. 19/03631/PPP).

Decision

The Review Body agreed:-

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

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

15th February 2022

9.30 a.m. – 4.15 p.m.

PRESENT: Councillors Carol Lindsay (Convener), Alistair Cameron, John Docherty, Zoe Hisbent, Lea McLelland, David MacDiarmid, Graham Ritchie and David J Ross.

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

APOLOGIES: Councillors Bill Connor, David Graham, Garry Haldane, Gavin Ellis, Gordon Langlands, Jane Ann Liston and Ryan Smart.

OBSERVER: Lindsay Thomson, Head of Legal & Democratic Services.

417. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 14th December, 2021.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

418. **SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

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 a taxi/private hire car driver's licence with immediate effect under paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 having advised the Convener and Vice-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 a taxi/private hire car driver's licence had been suspended with immediate effect.

419./

2022.R.L.402

419. **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)	Mr. Ahmad Alghazawi	Taxi Driver (new application) 1 year

Decision

The Committee agreed to grant the licence.

(b)	Mr. Michael Berturelli	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to grant the licence with a warning.

(c)	Mr. Michael Beveridge	Taxi Driver (new application) 1 year
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Motion

Councillor Graham Ritchie, seconded by Councillor David J Ross, moved that the licence be granted.

Amendment

Councillor David MacDiarmid, seconded by Councillor Zoe Hisbent, moved, as an Amendment, that the licence be granted with a warning.

Vote

Amendment - 4
Motion - 4

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

Decision

The Committee agreed to grant the licence with a warning.

(d)/

2022.R.L.403

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(d)	Mr. Madhav Chhetri	Taxi Driver (new application) 1 year

Decision

The Committee agreed to refuse the licence.

(e)	Mr. Muhammad Din Bibi	Taxi Driver (new application) 3 year
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Motion

Councillor John Docherty, seconded by Councillor David J Ross, moved that the licence be granted with a warning.

Amendment

Councillor Alistair Cameron, seconded by Councillor David MacDiarmid, moved, as an Amendment, that the licence be refused.

Vote

Amendment - 3
Motion - 5

Decision

The Committee agreed to grant the licence with a warning.

(f)	Mr. Lee Gilmour	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to grant the licence.

(g)	Miss Laura Harkins	Taxi Driver (new application) 1 year
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Motion

Councillor Alistair Cameron, seconded by Councillor Graham Ritchie, moved that the licence be granted with a warning.

Amendment/

2022.R.L.404

Amendment

Councillor Lea McLelland, seconded by Councillor David J Ross, moved, as an Amendment, that the licence be granted.

Vote

Amendment - 5
Motion - 3

Decision

The Committee agreed to grant the licence.

- (h) Mr. Aidan Niven 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.

- (i) Mr. Sean Penman Taxi Driver
 (new application)
 1 year

Decision

The Committee agreed to grant the licence subject to further satisfactory information being submitted to the Council's Licensing Team.

- (j) Mr. Jamie Scott 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.

- (k) Mr. Mark Stewart Taxi Driver
 (renewal)
 3 year

Decision

The Committee agreed to grant the licence with a warning.

(l)

2022.R.L.405

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(l)	Mr. Iain Watt	Taxi Driver (new application) 1 year

Decision

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

The Applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (h), (j) and (l) were all present and heard. The Applicant at (e) was supported by his friend, Mr Adeel Afzal and the Applicant at (g) was supported by her prospective employer, Mr. James Glen, Taxi Operator, East Fife.

Consideration of the applications at (d), (e) and (f) above was continued from the meeting held on 23rd November, 2021.

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

The reason for refusal of the application at (d) 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.

420. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCES**

The Committee considered exercising its power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences, and, having heard the Council's Civic Government Enforcement Officer on the matter at (a) and the representative for Police Scotland (Fife Division) on the matter at (b) as well as the licenceholders thereon, dealt with the licences as shown:-

	<u>Licenceholder</u>	<u>Type, No. of Licence & Expiry Date</u>
(a)	Mr. Brian Gunn	Taxi Driver 2461/0043158 Expiry Date: 7 March 2022

Motion

Councillor David MacDiarmid, seconded by Councillor Alistair Cameron, moved that the licence not be suspended.

Amendment/

Amendment

Councillor Lea McLelland, seconded by Councillor Graham Ritchie, moved, as an Amendment, that the licence be suspended.

Vote

Amendment - 5
Motion - 3

Decision

The Committee agreed to suspend the licence.

The Committee thereafter took a decision on the length of suspension as follows:-

Decision

The Committee agreed to suspend the licence until its expiry being 7th March, 2022.

- (b) Mr. Ewan MacDonald Taxi Driver
1683/0044120
Expiry Date: 6 September 2022

Motion

Councillor Zoe Hisbent, seconded by Councillor Lea McLelland, moved that the licence be suspended.

Amendment

Councillor David MacDiarmid, seconded by Councillor Alistair Cameron, moved, that the licence not be suspended.

Vote

Amendment - 5
Motion - 3

Decision

The Committee agreed not to suspend the licence.

The licenceholders had been invited to attend and be represented. They were both present and heard.

The grounds for suspension of the licence at (a) above were that (i) the licenceholder was no longer considered to be a fit and proper person to hold the licence; and (ii) the carrying on of the activity to which the licence related was likely to cause a threat to public safety.

421. **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.

422. **REQUEST FOR RECALL OF IMMEDIATE SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

(Previous Minute Reference: para. 408 of 2021.R.L.393 and 394 refers)

The Committee considered a request from the undernoted to recall the immediate suspension of his taxi/private hire car driver's licence which was made under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 and, having heard the representative for Police Scotland (Fife Division) and the Council's Lead Officer, Miscellaneous Licensing as well as the applicant thereon, dealt with the request as shown:-.

<u>Applicant</u>	<u>No. of Previous Licence and Length of Suspension</u>
Mr. Imran Hanif	2496/0043412 - suspended for a period of 1 year until 2nd November 2022

Decision

The Committee agreed to recall the immediate suspension of the above licence. The licence was returned to the applicant. The Committee also added a warning to the existing licence.

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

The warning given was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

423. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCE**

The Committee considered exercising power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licence, and, having heard the representative for Police Scotland (Fife Division) and the licenceholder thereon, dealt with the licence as shown:-

<u>Licenceholder</u>	<u>Type, No. of Licence & Expiry Date</u>
Mr. Michael Burt	Taxi Driver 8455/0043027 Expiry Date: 5 March 2022

Decision/

Decision

The Committee agreed not to suspend the licence.

The licenceholder had been invited to attend and be represented. He was present and heard.

424. **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)	Mr. Muhammad Ayaz	Taxi Driver (new application) 1 year

Decision

The Committee agreed to grant the licence with a warning.

(b)	Mr. Derek Bruley	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to refuse the licence.

(c)	Mr. Edward Dunn	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 a further opportunity to appear.

(d)	Miss Samantha McQueen-White	Taxi Driver (renewal) 3 year
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Decision

The Committee agreed to grant the licence.

(e)/

2022.R.L.409

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(e)	Mr. Alexander Moir	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.

(f)	Mr. Ryan Nellies	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 a further opportunity to appear.

The Applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (c), (e) and (f) were all present and heard. The Applicant at (d) was supported by her mother, Margaret White.

Consideration of the applications at (c) and (f) above was continued from the meeting held on 23rd November, 2021.

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

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

425. OPPOSED APPLICATIONS

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and dealt with the applications as shown:-

	<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
(a)	Mr. Paul Davies	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)/

2022.R.L.410

<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
(b) Mr. Thomas Kerr	Taxi Driver (temporary application) 6 weeks

Decision

The Committee agreed to refuse the licence.

(c) Mr. William McHale	Taxi Driver (temporary application) 6 weeks
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Decision

The Committee agreed to grant the licence.

(d) Mr. Jordan Slaven	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to grant the licence with a warning.

The applicants and objector had been invited to attend and be represented at the meeting and with the exception of the Applicant at (a) were all present and heard. The Applicant at (b) was supported by his friend, Steven Dunsmuir.

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

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

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

15th March, 2022

9.30 a.m. – 1.45 p.m.

PRESENT: Councillors Carol Lindsay (Convener), Alistair Cameron, John Docherty, Zoe Hisbent, Lea McLelland, David MacDiarmid, Graham Ritchie and David J Ross.

ATTENDING: Steven Paterson, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Licensing Enforcement Officer all in Finance and Corporate Services; Sergeant Neil Ewing, Police Scotland (Fife Division); and Tom Henderson, Service Manager, Fleet Operations (for item 428 only).

APOLOGIES: Councillors Bill Connor, Gavin Ellis, David Graham, Garry Haldane, Gordon Langlands, Jane Ann Liston and Ryan Smart.

426. MINUTE

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 15th February, 2022.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

427. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE

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 a taxi/private hire car driver's licence with immediate effect under paragraph 12 of Schedule 1 to the above Act having advised the Convener and Vice-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 a taxi/private hire car driver's licence had been suspended with immediate effect.

As Tom Henderson was due to retire from the Council and this was his last meeting, the Convener took the opportunity to express the Committee's appreciation for his attendance and presentations, on behalf of Fleet Operations, at the Committee over many years.

428./

428. **TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – WEST FIFE AREA**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the West Fife Area between September 2021 and January 2022.

Decision

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

- (i) congratulated those operators whose vehicles passed the test first time; and
- (ii) agreed that letters be sent to all operators failing the test reminding them of the standards expected for maintaining their vehicles.

429. **CINEMAS ACT 1985 – VARIATION OF LICENSING CONDITIONS – THE BYRE THEATRE, ABBEY STREET, ST ANDREWS – 25-27 MARCH, 2022**

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

Decision

The Committee agreed to grant permission to allow the non-BBFC certificated programme of films featured in Sands: International Film Festival of St. Andrews to be shown in the Byre Theatre between 25th and 27th March, 2022 and as the suggested age recommendation for these films was 12+, 15, 15+ and 18+ the Committee asked that adequate measures be put in place to ensure that anyone attending the films were of the age expected.

430. **CONSIDERATION OF POSSIBLE VARIATION OF MARKET OPERATOR'S LICENCE**

The Committee considered exercising its power of variation under Paragraph 10 of Schedule 1 to the above Act in respect of the undernoted market operator's licence, and, having heard the Council's Lead Officer and Enforcement Officer, both Miscellaneous Licensing, those making complaint to the licence and the licenceholder's representative thereon, dealt with the licence as shown:-

<u>Licenceholder</u>	<u>Type and No. of Licence</u>
Tayport Football Club, The Canniepairt, Shanwell Road, Tayport.	Market Operator –117/0041865

Decision/

Decision

The Committee agreed to vary the licence to the effect that:

- The market will now be held every two weeks between April and September in each year only with no rollover in the event of inclement weather (the market day will continue to be on a Sunday and the hours of operation will be between 8.00 am and 2.00 pm); and
- The Club shall be required to produce an events management plan in relation to the Club's operation of the markets incorporating a traffic management plan in addition to a noise management plan. The completed plan should be submitted to the Council's Licensing Team for consideration within 28 days from the date of the Committee's decision letter sent to the club.

Thereafter the Committee:

- further agreed at the conclusion of the Hearing that a style events management plan be issued to the Club by way of illustration and as an informative;
- recommended that the Club introduce a liaison committee with the local residents, to meet on a regular basis, to discuss any issues around the operation of the markets that may give rise to concerns within the community; and
- reminded the Club of their continued responsibilities in terms of the 33 conditions relating to the Market Operator's Licence. The Club was directed in particular to the respective terms of licensing conditions 1, 15, 19 and 26.

The licenceholder had been invited to attend and be represented at the meeting and was represented by the Club's Chairman, David Baikie who was present and heard. Gordon Brankin, Karen Ellerby, Andrew Tomlinson and David Yule were also present and heard as persons making complaint to the licence.

431. 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)	Mr. Imran Arshad	Taxi Driver (new application) 1 year
	<u>Motion/</u>	

2022.R.L.414

Motion

Councillor Graham Ritchie, seconded by Councillor John Docherty, moved that the licence be granted with a warning.

Amendment

Councillor David MacDiarmid, seconded by Councillor Alistair Cameron, moved, as an Amendment, that the licence be refused.

Vote

Amendment - 2
Motion - 6

Decision

The Committee agreed to grant the licence with a warning.

- (b) Mr. Kenneth Culross Taxi Driver
(renewal)
1 year

Motion

Councillor John Docherty, seconded by Councillor David J. Ross, moved that the licence be granted.

Amendment

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

Vote

Amendment - 6
Motion - 2

Decision

The Committee agreed to grant the licence with a warning.

- (c) Mr. Sean Henderson Taxi Driver
(new application)
1 year

Decision

The Committee agreed to refuse the licence.

- (d)/

2022.R.L.415

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(d)	Mr. Aidan Niven	Taxi Driver (new application) 1 year

Decision

The Committee agreed to grant the licence with a warning.

(e)	Mr. Jamie Scott	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to refuse the licence.

(f)	Mr. Iain Watt	Taxi Driver (new application) 1 year
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Decision

The Committee noted that the above applicant now wished to withdraw his application for a taxi driver's licence.

The Applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (e) and (f) above were all present and heard.

Consideration of the applications at (d), (e) and (f) above was continued from the meeting held on 15th February, 2022.

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

The reason for refusal of the applications at (c) and (e) above was that the Applicants were not considered to be fit and proper persons to hold the licences applied for in view of the nature and extent of previous convictions or offences recorded against them.

432. **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.

433./

2022.R.L.416

433. CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCES

The Committee considered exercising power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences, and, having heard the representative for Police Scotland (Fife Division) thereon, dealt with the licences as shown:-

	<u>Licenceholder</u>	<u>Type, No. of Licence & Expiry Date</u>
(a)	Mr. Mohammed Asif	Taxi Driver 8689/0040161 Expiry Date: 31st July 2022

Decision

The Committee agreed to suspend the licence with immediate effect.

The Committee thereafter took a decision on the length of suspension as follows:-

Decision

The Committee agreed to suspend the licence until its expiry being 31st July, 2022.

(b)	Mr. Michael Paterson	Taxi Driver 9286/0044543 Expiry Date: 11th November 2022
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Decision

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

The licenceholders had been invited to attend and be represented. Neither of the licenceholders were present.

The grounds for suspension of the licence at (a) above were that (i) the licenceholder was no longer considered to be a fit and proper person to hold the licence; and (ii) the carrying on of the activity to which the licence related was likely to cause a threat to public safety.

434. 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:-

Applicant/

2022.R.L.417

<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
(a) Mr. Twana Amin	Taxi Driver (renewal) 3 year

Decision

The Committee agreed to grant the licence.

(b) Mr. Twana Amin	Taxi Operator - T083 – East Fife Area (renewal) 3 year
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Decision

The Committee agreed to grant the licence.

(c) Mr. Aaron Anderson	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to grant the licence with a warning.

(d) Mr. Edward Dunn	Taxi Driver (new application) 1 year
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Decision

The Committee noted that the above applicant now wished to withdraw his application for a taxi driver's licence.

(e) Mr. Callum Grubb	Taxi Driver (new application) 1 year
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Decision

The Committee noted that the above applicant now wished to withdraw his application for a taxi driver's licence.

(f)/

2022.R.L.418

<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
(f) Mr. Alexander Moir	Taxi Driver (new application) 1 year

Decision

The Committee agreed to refuse the licence.

(g) Mr. Ryan Nellies	Taxi Driver (new application) 1 year
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Decision

The Committee agreed to refuse the licence.

The applicants and objector had been invited to attend and be represented at the meeting and with the exception of the Applicants at (d), (e), (f) and (g) above were all present and heard. The Applicant at (a) was supported by three of his friends who were also witnesses to the incident he had been involved in.

Consideration of the applications at (d), (f) and (g) above was continued from the meeting held on 15th February, 2022.

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.

The reason for refusal of the applications at (f) and (g) above was that the Applicants were not considered to be fit and proper persons to hold the licences applied for in view of the nature and extent of previous convictions recorded against them or because of incidents they had been involved in.

435. OPPOSED APPLICATION

The Committee considered application for licence by the undernoted in respect of which a police objection had been intimated and dealt with the application as shown:-

<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
Mr. Paul Davies	Taxi Driver (new application) 1 year

Decision/

Decision

The Committee noted that the above applicant now wished to withdraw his application for a taxi driver's licence.

The applicants and objector had been invited to attend and be represented at the meeting. The applicant was not in attendance.

Consideration of the above application was continued from the meeting held on 15th February, 2022.

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

12th April, 2022

9.30 a.m. – 1.09 p.m.

PRESENT: Councillors Carol Lindsay (Convener), Alistair Cameron, Garry Haldane, Zoe Hisbent, Gordon Langlands, Lea McLelland, David MacDiarmid, John O'Brien, Graham Ritchie and David J Ross.

ATTENDING: Steven Paterson, Solicitor and Gillian Love, Lead Officer, Miscellaneous Licensing both in Finance and Corporate Services; and Sergeant Neil Ewing, Police Scotland (Fife Division).

APOLOGIES: Councillors Bill Connor, Gavin Ellis, Jane Ann Liston and Ryan Smart.

436. **CHANGE OF MEMBERSHIP**

Councillor Carol Lindsay welcomed Councillor John O'Brien to his first meeting of the Regulation & Licensing Committee and Members noted that Councillor O'Brien had replaced Councillor Docherty as a Member of the Committee.

437. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 15th March, 2022.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

438. **SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

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 a taxi/private hire car driver's licence with immediate effect under paragraph 12 of Schedule 1 to the above Act having advised the Convener and Vice-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 a taxi/private hire car driver's licence had been suspended with immediate effect.

439./

439. **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)	Breakout Events Ltd.	Public Entertainment for music festival including fairground at the Esplanade, Kirkcaldy Between the hours of 1200 and 2300 on Friday and between 1100 and 2300 on Saturday and Sunday (temporary application) 27th – 29th May, 2022

Decision

The Committee agreed to grant the licence subject to a number of additional conditions recommended by Police Scotland.

(b)	Mr. Paul Gardiner	Street Trader Selling hot & cold food & drinks Monday - Friday from 10.00 a.m. to 2.00 p.m. from Cavendish Way, Southfield Industrial Estate, Glenrothes (new application) 1 year
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Decision

The Committee agreed to grant the licence.

(c)	Mr. Alan Watters	Taxi Driver (renewal) 1 year
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Decision

The Committee agreed to grant the licence and requested that the applicant attend the first available taxi driver's training course at Fife House, Glenrothes.

The/

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

Sergeant Susie O'Brien was in attendance as representative for Police Scotland for the application at (a) above. Ian Arnott, Stuart Prentice, John O'Neil, Scott Finlay & Kayla Robinson were in attendance, for the application at (a) above.

(Prior to consideration of the application at (a) above, Councillor John O'Brien declared an interest in this item, as he was known to one of the Police Scotland representatives, and left the meeting for this item only).

(Councillor Alistair Cameron left the meeting following consideration of the item at (c) above).

440. **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.

441. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCES**

The Committee considered exercising power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences, and, having heard the representative for Police Scotland (Fife Division) thereon, dealt with the licences as shown:-

<u>Licenceholder</u>	<u>Type and No. of Licence & Expiry Date</u>
(a) Mr. Murray Clunie	Taxi Driver 1716/0044841 Expiry Date: 8th December 2022

Decision

The Committee agreed to suspend the licence with immediate effect.

The Committee thereafter took a decision on the length of suspension as follows:-

Decision

The Committee agreed to suspend the licence until its expiry being 8th December, 2022.

(b) Mr. Steven Dunsmuir	Taxi Driver 9282/0044471 Expiry Date: 26th October 2022
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2022.R.L.423

Decision

The Committee agreed not to suspend the licence.

- (c) Mr. Michael Paterson Taxi Driver
9286/0044543
Expiry Date: 11th November 2022

Decision

The Committee agreed to suspend the licence.

The Committee thereafter took a decision on the length of the suspension as follows:-

Decision

The Committee agreed to suspend the licence until its expiry being 11th November, 2022.

The licenceholders had been invited to attend and be represented. The licenceholder at (b) was present and heard and supported by his brother, Alan Dunsmuir. The licenceholders at (a) and (c) were not present.

Consideration of the matter at (c) above was continued from the meeting held on 15th March, 2022.

The grounds for suspension of the licence at (a) above were that (i) the licenceholder was no longer considered to be a fit and proper person to hold the licence; and (ii) the carrying on of the activity to which the licence related was likely to cause a threat to public safety.

The ground for suspension of the licence at (c) above was that the licenceholder was no longer considered to be a fit and proper person to hold the licence.

442. **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) Mr. Lewis Macleod	Street Trader Selling hot & cold food from Kirkcaldy Retail Park Monday, Thursday, Friday, Saturday & Sunday from 7.00 am - 2.30 pm (new application) 1 year

Motion

Councillor Garry Haldane, seconded by Councillor Graham Ritchie, moved that the licence be granted.

Amendment

Councillor Lea McLelland, seconded by Councillor John O'Brien, 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.

- | | | |
|-----|---------------|--|
| (b) | Mr. Ion Bobes | Taxi Driver
(new application)
1 year |
|-----|---------------|--|

Motion

Councillor Garry Haldane, seconded by Councillor David J. Ross, moved that the licence be granted with a warning subject to further satisfactory information being received by the Licensing Team.

Amendment

Councillor David MacDiarmid, seconded by Councillor John O'Brien, moved, as an Amendment, that the licence be refused.

Vote

Amendment	-	3
Motion	-	6

Decision

The Committee agreed to grant the licence with a warning subject to further satisfactory information being received by the Licensing Team.

- | | | |
|-----|------------------|--|
| (c) | Mr. Blair Forbes | Taxi Driver
(new application)
1 year |
|-----|------------------|--|

Decision

The Committee agreed to grant the licence with a warning.

2022.R.L.425

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

The applicant at (a) was supported by his partner, Tessa Gazioch.

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

THE FIFE COUNCIL - POLICY AND CO-ORDINATION COMMITTEE – REMOTE

3rd March, 2022.

10.00 a.m. – 11.30 a.m.

PRESENT: Councillors David Ross (Convener), David Alexander, Lesley Backhouse (substituting for Fay Sinclair), David Barratt, John Beare, Tim Brett, Altany Craik, Dave Dempsey, Linda Erskine, Derek Glen (substituting for Craig Walker), David Graham, Judy Hamilton, Andy Heer, Helen Law, Carol Lindsay, Donald Lothian, Mino Manekshaw, Karen Marjoram, Tony Miklinski and Ross Vettraino.

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, 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; Gordon Mole, Head of Business and Employability Services and Adam Dunkerley, Opportunities Fife Partnership Manager, Business and Employability Services; Paul Vaughan, Head of Communities and Neighbourhoods Service, Andrew Gallacher, Community Manager (Dunfermline) and Andy Maclellan, Community Projects Team Manager, Communities and Neighbourhoods Service.

APOLOGY FOR ABSENCE: Councillor Linda Holt.

Prior to commencement of formal business, the Convener gave a brief statement on the current events unfolding in Ukraine as a result of the Russian invasion stating that we were witnessing an evolving humanitarian crisis on a scale that hadn't been seen in Europe since the Second World War. The Convener wished to add the Council's voice to all those around the world in condemning the Russian invasion, calling on an immediate withdrawal of Russian troops from Ukraine and calling for a halt to the attacks. The Committee agreed to write in the strongest of terms to the UK Government, the Russian Ambassador and the UN expressing the Council's disgust and condemnation of Russia's actions.

The Chief Executive also gave a brief update on the practical actions that the Council were undertaking as detailed below:-

- the establishment of Core Officer Groups to co-ordinate any resettlement activity that would be required as part of a national agenda to provide refuge and sanctuary to Ukrainian residents who were currently having to flee their homes noting that discussions with the Home Office was being urgently sought in relation to any assistance Fife could provide in this regard;
- noted that Fife Voluntary Action had undertaken to act as a co-ordination signing point for voluntary support noting and recognising the significant outpouring of donations and support from communities across Fife;
- noted that there were a number of national fundraising efforts taking place including assistance from the Red Cross and a Ukraine Appeal had been set up to provide support to those directly affected;
- noted/

2022 PC 110

- noted that the Council were providing a point of contact to co-ordinate information on various collections that had begun to take place and to respond to queries;
- advised that the Council had actively reviewed all their investments, contracts and procurement activities to ensure that none of those were with Russian related holdings. It was also noted that the Fife Pension Fund had reviewed their position and confirmed that there were no direct Russian equity investment to the Fife fund;
- noted that the Council, as an employer, were reaching out to employees who were Ukrainian or who had Ukrainian connections to offer any support at this point in time; and
- advised that, as soon as practicable, the Council intended to fly the Ukrainian flag over the main Council building as a mark of support and solidarity with the people of Ukraine.

Councillors David Graham and Judy Hamilton joined the meeting during the above update.

346. DECLARATIONS OF INTEREST

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

347. MINUTES

(i) Policy and Co-ordination Committee of 20th January, 2022.

Decision

The Committee approved the minute.

(ii) The following Sub-Committee minutes were submitted for noting:-

- Assets and Corporate Services of 27th January, 2022.
- Education and Children's Services of 28th January, 2022.
- Community and Housing Services of 3rd February, 2022.
- Environment and Protective Services of 10th February, 2022.

Decision

The minutes were noted.

348. REVENUE MONITORING 2021-22

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 providing an update to the previous report. Funding solutions were also outlined to deal with the continued financial implications of Covid-19 as well as reform and recovery from the pandemic in the current financial year, 2021-22. The report also provided the forecast outturn position for 2021-22.

Decision

The Committee:-

- (1) noted the high level financial position as detailed in the report;
- (2)/

2022 PC 111

- (2) noted the financial plan for 2021-22 had been updated in response to the financial pressures as detailed in section 2 of the report;
- (3) instructed all Services to continue to mitigate additional costs, continue to deliver approved savings and to contain expenditure within the approved budget provision wherever possible; and
- (4) noted that detailed monitoring reports would be submitted to the relevant Sub-Committees when it was practical to do so.

349. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2021-22

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advised on the projected outturn for the 2021-22 financial year.

Decision

The Committee noted:-

- (1) the projected outturn position, that the level of financial risk appeared to be increasing and also noted that the mitigating actions for the major projects within the Capital Investment Plan;
- (2) the projected outturn position for the 2021-22 Capital Investment Plan;
- (3) that more detailed capital outturn reports for 2021-22 would be submitted to relevant Sub-Committees of the Council, in accordance with agreed financial reporting arrangements; and
- (4) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

350. NO ONE LEFT BEHIND 2022-23 COMMISSIONING

The Committee considered a report by the Head of Business and Employability Services providing an update from the Opportunities Fife Partnership and setting out Fife's approach to delivering employability services under the Scottish Government's No One Left Behind (NOLB) framework. The Committee were asked to approve the recommendations made by the NOLB scoring panel and the Opportunities Fife Partnership Executive for the delivery of activity from 2022-25.

Decision

The Committee:-

- (1) approved the recommended allocations to the preferred bidders for the delivery of NOLB activity for adults, young people, families and those requiring specialist support as set out in Appendix 1 to the report, subject to confirmation of funding from Scottish Government;
- (2)/

2022 PC 112

- (2) agreed to delegate 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 delivery of the No One Left Behind Fife programme from 1st April, 2022;
- (3) agreed to delegate 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 Government in year through No One Left Behind;
- (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 NOLB activity in Fife; and
- (5) noted the No On Left Behind Fife Commissioning Framework for employability services for the period 2022-2025 as set out in Appendix 2 to the report.

351. **ABBEYVIEW COMMUNITY HUB FACILITY PROJECT**

The Committee considered a report by the Head of Communities and Neighbourhoods Service providing members with an update on progress to develop a new Integrated Community Hub facility located within Abbeyview, Dunfermline.

Decision

The Committee:-

- (1) noted the Council's agreed capital plan allocation of £6.5m to this project;
 - (2) agreed the reallocation of £1m from the Communities and Neighbourhoods (C&N) capital plan cycle; and
 - (3) noted the engagement and dialogue with the local community throughout the project as outlined in section 2 and Appendix 2 of the report.
-

**THE FIFE COUNCIL - POLICY AND CO-ORDINATION COMMITTEE –
REMOTE MEETING**

14th April, 2022

10.00 a.m. – 2.15 p.m.

PRESENT: Councillors David Alexander (Convener), David Barratt, John Beare, Altany Craik, Dave Dempsey, Linda Erskine, David Graham, Judy Hamilton, Andy Heer, Linda Holt, Helen Law, Carol Lindsay, Donald Lothian, David Ross, Fay Sinclair, Ross Vettraino and Jonny Tepp (substitute for Councillor Tim Brett).

ATTENDING: Steve Grimmond, Chief Executive; Gordon Mole, Head of Business & Employability, Kevin Treadwell, Service Manager, Strategic Development & Infrastructure; Hilary Roberts, Lead Officer Tourism, Economy, Planning and Employability Services; Michael Enston, Executive Director, Communities; Paul Vaughan, Head of Communities and Corporate Development, Communities; Sinead O'Donnell, Improvement Consultant, Communities; Eileen Rowand, Executive Director Finance & Corporate Services; Les Robertson, Head of Revenue & Commercial Services; Elaine Muir, Head of Finance; Laura C Robertson, Finance Operations Manager, Finance; June Barrie, Legal Services Manager; Diane Barnet, Committee Officer, Legal and Democratic Services; John Mills, Head of Housing Services; Vania Kennedy, Service Manager, Housing Services; Louise Playford, Service Manager, Asset Management and Development; Shelagh McLean, Head of Education & Children's Services (Early Years and Directorate Support); Alan Paul, Senior Manager, Property Services; and John Mitchell, Senior Manager, Roads & Transportation Services.

ALSO Paul Wilson, Associate Director, Link Group (for Para. 363.)

ATTENDING:

APOLOGIES FOR ABSENCE: Councillors Mino Manekshaw, Karen Marjoram and Tony Miklinski.

Prior to commencement of formal business, Steve Grimmond, Chief Executive, gave a brief update on developments relating to resettlement activity and preparations for welcoming to Fife, Ukrainian residents fleeing their homes, including: hosting arrangements; visa approval; financial assistance; data sharing agreement; property checks; enhanced disclosure checks; safeguarding hosts and their families; and an additional welcome hub in West Fife, due to open at the end of April/beginning of May, 2022.

The Chief Executive also provided an update on COVID-19, including: changes to the remaining legal restrictions; the need for a Strategic Framework for Fife Council workplaces with the aim of a return to a 'new normal'; absence levels, which had recently plateaued and were now falling; and the impact, on service delivery in some areas which was improving. Arising from a query relating to air filtration, exchange, refresh rates, etc, across the Council estate, members would receive a response from officers in due course.

352. DECLARATIONS OF INTEREST

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

353. MINUTES

(i) Policy and Co-ordination Committee of 3rd March, 2022.

Decision

The Committee approved the minute.

(ii) The following Committee minutes were submitted:-

- Education and Children's Services Sub-Committee of 1st March, 2022 – for noting;
- Economy, Tourism, Strategic Planning and Transportation Sub-Committee of 17th March, 2022 – for noting;
- East Fife Education Trust Committee of 28th March, 2022 – for approval; and
- West Fife Education Trust Committee of 28th March, 2022 – for approval.

Decision

The Sub-Committee minutes were noted; and the East and West Fife Education Trust Committee minutes were approved.

354. SCOTTISH GOVERNMENT PLACE BASED INVESTMENT PROGRAMME FUNDING - FIFE'S PROPOSED PROJECTS 2022/23

The Committee considered a report by the Head of Business and Employability Services seeking agreement for an approach to disbursing Fife's allocation of the Scottish Government's Placed Based Investment Programme Funding, for financial year 2022/23.

Details of the award to local authorities had recently been released by the Scottish Government with Fife Council receiving £2.748m.

As with previous rounds of funding, the Scottish Government had again set rigid timescales and conditions to which Fife Council would require to adhere, including that monies were to be legally committed and/or spent or projects commenced within financial year 2022/23, with an expectation that projects would be completed by the end of September 2023.

A brief update on the projects funded via the Scottish Government's Town Centre Capital Fund was also provided.

Decision

The Committee:-

(1)/

2022 PC 115

- (1) noted the background to the fund, including likely conditions and timescales involved in delivering projects;
- (2) agreed the list of projects in Table 1 as those to receive investment from the fund during the financial year 2022/23, with the reserve list of projects in Table 2 also agreed as a contingency. The reserve projects may be rolled forward to be delivered from the 2023/24, or later, funding allocation;
- (3) agreed that the Executive Director (Enterprise and Environment) be granted delegated authority to disburse funds to the agreed projects; and
- (4) agreed that there was some flexibility to allow movement of funds from one project to another as necessary with the agreement of the Executive Director (Enterprise and Environment) for changes above £100,000 and that below this sum movement was at the discretion of the Head of Business and Employability Services.

355. ADAM SMITH REFURBISHMENT AND ENHANCEMENT PROGRAMME

The Committee considered a report by the Head of Communities and Neighbourhoods providing an overview of the programme of works being undertaken to refurbish and enhance the Adam Smith Theatre and the increased costs - as a consequence of the impact of the Covid-19 Pandemic and EU-exit - seeking agreement for additional funds to meet the budget shortfall.

Decision

The Committee:-

- (1) noted the total costs of the programme since starting on site, the funding available to deliver this and the mitigation measures and options to manage the increased costs;
- (2) agreed to the allocation of £1.700m to be funded from the commitment in general fund balances set aside for costs and pressures following the COVID-19 pandemic; and
- (3) noted the time constraints to complete the onsite works by April 2023.

356. COMMUNITY WEALTH BUILDING - FIFE ANCHOR CHARTER

The Committee considered a report by the Head of Business and Employability Services presenting the Community Wealth Building – Fife Anchor Charter - and setting out the delivery approach which would be undertaken to embed community wealth building in Fife.

Decision

The Committee:-

- (1) considered and approved the adoption of the Fife Anchor Charter for Fife Council as set out in section 2.0 and in Appendix 1 of the report;
- (2)/

2022 PC 116

- (2) noted the intention and timeframe for anchor organisations in Fife to adopt the Anchor Charter via their various governance routes;
- (3) remitted to the Head of Business and Employability Services to finalise the Charter subject to any final amendments requested by this Committee and by the Community Wealth Building Support Group;
- (4) remitted to officers to undertake the necessary actions across the Council to embed this anchor charter throughout the organisation as part of the community wealth building delivery approach;
- (5) noted that progress would be reported via the relevant Council Committee and to Fife Partnership Recovery and Renewal Leadership Board; and
- (6) agreed that the relevant Council Committee would review the Charter after a period of two years.

357. TACKLING POVERTY IN FIFE - HOUSEHOLD AND HARDSHIP SUPPORT

The Committee considered a report by the Executive Director, Communities, on how the Council could best support provision of other basic household needs, working in partnership with the voluntary sector and businesses in Fife – whereas previous reports to Committee had focused on funding and Council support around food insecurity, welfare funding and community assistance. The report also proposed to extend provision of very localised hardship funding, building on the experience of using local grant awards during the pandemic.

Decision

The Committee agreed:-

- (1) to a 12-month extension of the Hardship Grant Scheme (previously Fife Food Crisis Fund);
- (2) Council support to the development and distribution of basic household goods through the Cottage Centre “Big Hoose” Initiative;
- (3) to support the continuing development of related initiatives designed to improve local co-ordination and provision of timely support around food, welfare, housing and necessities; and
- (4) that an update report would be submitted for the consideration of the relevant Council Committee in Spring 2023.

358. LOCAL AUTHORITY COVID ECONOMIC RECOVERY FUND (LACER) PROPOSALS

The Committee considered a report by the Executive Director, Communities presenting proposals for the use of Local Authority COVID Economic Recovery Fund (LACER) funding.

Decision/

Decision

The Committee agreed:-

- (1) to endorse the proposals set out in Appendix 1 of the report on the use of the Local Authority Coronavirus Economic Recovery (LACER) Fund; and
- (2) to remit to the Executive Director, Finance and Corporate Services, to finalise the sums allocated to each of the proposed projects.

359. LICENSING OF SHORT-TERM LETS

The Committee considered a report by the Head of Legal and Democratic Services inviting the Committee to consider and agree broad proposals for implementing the licensing scheme for short-term lets under The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022, which came into force on 1st March, 2022.

Decision

The Committee:-

- (1) agreed the broad principles in the report for the implementation of the Short-term Lets Licensing Scheme by 1st October, 2022 through Housing Services, supported by Protective Services and Legal Services; and
- (2) noted that a further report on the Short-term Lets Licensing Scheme would be brought back to the relevant Council Committee before commencement of the scheme - seeking authority for the governance arrangements, details of the administration of the scheme, conditions to be applied to licenses, fee rates and publicity for the scheme.

The meeting adjourned at 11.45 a.m.

The meeting reconvened at 12 noon.

360. HOUSES IN MULTIPLE OCCUPATION (HMO): REVIEW OF CHARGING STRUCTURE AND FEES

The Committee considered a joint report by the Head of Housing Services and the Head of Protective Services inviting the Committee to consider and agree proposals for amending the charging structure and fees for Houses in Multiple Occupation (HMO) licensing, aligned to provisions within Scottish legislation and guidance, ensuring full cost recovery of the service going forward.

Decision

The Committee agreed to:-

- (1) proposals to amend the charging structure and revised HMO licensing fees from 1st June, 2022, following a period of notice to HMO owners and agents; and
- (2)/

2022 PC 118

- (2) apply an annual uplift to HMO charges on the 1st June each year - the percentage of which would be subject to an annual review of an appropriate financial formula - said formula to be reported back to the next appropriate Council Committee for its consideration.

361. MINUTE OF AGREEMENT WITH VISITSCOTLAND

The Committee considered a report by the Head of Business and Employability Services seeking approval for a three-year agreement with VisitScotland to deliver pre-arrival visitor information between April 2022 and March 2025.

Decision

The Committee:-

- (1) noted the results of 2020/21 and 2021/22 activity under the previous Minute of Agreement;
- (2) approved the proposed three-year arrangement with VisitScotland of £80,000 in 2022/23, and remaining flexible for 2023/24 and 2024/25 subject to available budget; and
- (3) remitted to the Head of Business and Employability Services to conclude the necessary contractual arrangements with VisitScotland on terms and conditions to the satisfaction of the Head of Legal and Democratic Services.

362. COMMON GOOD POLICY AND PROCEDURES

The Committee considered a report by the Head of Communities and Neighbourhoods requesting approval to consult on changes to the Fife Council Common Good Policy.

Decision

The Committee:-

- (1) noted the proposed changes to the Common Good Policy; and
- (2) agreed that a report on proposed changes to the Common Good Policy be submitted to the relevant Area Committees for their consideration and comment prior to consultation with local communities to inform the final decision at the relevant future Council Committee.

363. TREASURY MANAGEMENT AND INVESTMENT STRATEGIES 2022-25

The Committee considered a report by the Executive Director, Finance and Corporate Services, outlining the revised Treasury Management Strategy and Investment Strategy of the Council.

Decision/

Decision

The Committee approved:-

- (1) the Treasury and Investment Strategies; and
- (2) the Statutory Repayment of Loans Fund Advances Policy.

364. PUBLIC REPORT - BUILDING FIFE'S FUTURE: DUNFERMLINE LEARNING CAMPUS - UPDATE

The Committee considered a joint report by the Executive Director, Education and Children's Services and the Executive Director, Finance and Corporate Services, outlining the current position regarding the replacement of Woodmill and St Columba's RC High School buildings as part of the Dunfermline Learning Campus project.

Decision

The Committee noted the content of the report and that there followed later on the agenda, a confidential report providing a detailed update on progress with the Dunfermline Learning Campus.

365. PUBLIC REPORT - TOWN CENTRE HOUSING APPROACH

The Committee considered a joint report by the Head of Business and Employability Services and the Head of Housing Services seeking agreement to an approach to increase the provision of housing in Fife's Town Centres to stimulate town centre regeneration, economic recovery and to create affordable, mixed tenure town centre living opportunities for households.

Decision

The Committee noted:-

- (1) the approach set out in the report and the associated risks and benefits;
- (2) the recommended option set out in Paragraphs 3.4 and 3.7 of the report;
- (3) the recommendation to remit to the Head of Housing Services and the Head of Business Employability Services to explore funding options to implement the recommended approach; and
- (4) that there followed, later on this agenda, a confidential report detailing an approach to increase the provision of housing in Fife's Town Centres.

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

366./

366. PRIVATE REPORT - NORTHERN LINK ROAD - EAST END

The Committee considered a joint report by the Head of Assets, Transportation and Environment and the Head of Planning Services presenting an outline business case for the road and bridge works relating to the east end of the Northern Link Road (NLR) and the acquisition of an associated area of land to allow delivery of the works.

Decision

The Committee:-

- (1) noted the contents of the outline business case for delivery of the east end of the Northern Link Road;
- (2) noted that an updated final business case would be presented to the relevant Council Committee at a future date, currently forecast to be in early 2023; and
- (3) approved the purchase of the area of land required.

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

367. PRIVATE REPORT - BUILDING FIFE'S FUTURE: DUNFERMLINE LEARNING CAMPUS - UPDATE

The Committee considered a joint report by the Executive Director, Education and Children's Services and the Executive Director, Finance and Corporate Services, seeking authorisation for an increase in funding for the Dunfermline Learning Campus project to meet Financial Close.

Decision

The Committee:-

- (1) noted and approved the update;
- (2) authorised the additional capital expenditure, supporting officers to vigorously pursue additional funding support from the Scottish Government;
- (3) authorised the instruction of the remaining project work and provided delegated authority to officers to instruct work packages as necessary to progress the project;
- (4) remitted to Officers to prepare a Full Business Case, for consideration by the Investment Strategy Group and School Estate Development Board; and
- (5) remitted to Officers to prepare a report following Financial Close, detailing the agreed cost position at that time, for scrutiny at the relevant future Council Committee.

368./

368. PRIVATE REPORT - TOWN CENTRE HOUSING APPROACH

The Committee considered a joint report by the Head of Business and Employability Services and the Head of Housing Services recommending an approach to increase the provision of housing in Fife's Town Centres, to stimulate town centre regeneration, economic recovery and to create affordable, mixed tenure town centre living opportunities for households.

Decision

The Committee:-

- (1) approved the Town Centre housing approach set out in the report, noting the associated risks and benefits;
- (2) approved the recommended option set out in Paragraphs 3.4 to 3.7 of the report; and
- (3) remitted to the Head of Housing Services and the Head of Business and Employability Services to explore funding options to implement the recommended approach.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Joint Conveners expressed their appreciation of the contributions of all members and officers in supporting the work of the Committee.

**THE FIFE COUNCIL - COMMON GOOD AND TRUSTS INVESTMENT SUB-COMMITTEE
– REMOTE MEETING**

29th March, 2022

9.15 a.m. – 9.50 a.m.

PRESENT: Councillors Dave Dempsey (Convener), David Barratt, Altany Craik, Colin Davidson, Mino Manekshaw, Alistair Suttie and Jonny Tepp.

ATTENDING: Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Anne Bence, Accountant, Eleanor Hodgson, Accountant, Finance Services; and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO IN ATTENDANCE: Jordan Irvine, Senior Investment Consultant, Hymans Robertson LLP.

APOLOGY FOR ABSENCE: Councillor Fiona Grant.

14. DECLARATIONS OF INTEREST

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

15. MINUTE

The Sub-Committee considered the minute of the meeting of the Common Good and Trust Investment Sub-Committee of 29th April, 2021.

Decision

The Sub-Committee agreed to approve the minute.

16. COMMON GOOD AND TRUST FUNDS

The Sub-Committee considered a report by the Executive Director, Finance and Corporate Services, updating members on the market value of investments of the Common Good and Trust Funds. The report was provided on an accrual basis and informed the Sub-Committee of the investment performance over the last financial year.

Decision

The Sub-Committee noted the contents of the report.

Councillor David Barratt joined the meeting during consideration of the above item.

17. COMMON GOOD AND TRUST FUNDS INVESTMENT POLICY DOCUMENT

The Sub-Committee considered a report by the Head of Finance providing a Draft Investment Policy Document and setting out the governance arrangements required to be adopted by the Sub-Committee for managing the Funds' assets.

Decision/

Decision

The Sub-Committee:-

- (1) considered and endorsed the proposals for inclusion in the Investment Policy Document;
- (2) reviewed the Draft Investment Policy Document and agreed to adopt the document for the governance arrangements for the Funds' assets;
- (3) agreed to remit to the Head of Finance to collaborate with the adviser to finalise implementation and establish governance arrangements once investments had been restructured;
- (4) agreed to delegate to the Head of Finance quarterly reviews and subsequent re-balancing; and
- (5) agreed that a further report would be submitted to the relevant Committee in Autumn, 2022 to provide members with an update relating to the appointment of a Fund Manager.

CONVENERS VALEDICTORY COMMENTS

As this was the last meeting of the Sub-Committee prior to the Local Government Elections in May 2022, the Convener expressed his appreciation of the contributions of members and officers in supporting the work of the Sub-Committee and wished them well for the future.

THE FIFE COUNCIL - STANDARDS AND AUDIT COMMITTEE – REMOTE MEETING

19th April, 2022

10.00 a.m. – 11.40 a.m.

- PRESENT:** Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Jonny Tepp and Ann Verner.
- ATTENDING:** Eileen Rowand, Executive Director, Finance and Corporate Services, Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services, Finance and Corporate Services; Paul Vaughan, Head of Communities and Corporate Development; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.
- ALSO IN ATTENDANCE:** Patricia Fraser, Senior Audit Manager and Ross Hubert, Auditor, Audit Scotland.
- APOLOGIES FOR ABSENCE:** Councillors Gordon Langlands, Mary Lockhart, Derek Noble and Ross Vettraino.

206. DECLARATIONS OF INTEREST

No declarations were recorded in terms of Standing Order No. 7.1.

207. MINUTE

The Committee considered the minute of the Standards and Audit meeting of 16th December, 2022.

Decision

The Committee agreed to approve the minute.

208. AUDIT SCOTLAND - ANNUAL AUDIT PLAN FIFE COUNCIL

The Committee considered a report by the Head of Finance providing members with Audit Scotland's annual audit plan for Fife Council for the financial year 2021/22, setting out the risks highlighted, planned work, audit scope and timing.

Decision

The Committee noted the content of the report and the Audit Scotland annual audit plan 2021/22.

209./

209. POST AUDIT REVIEW REPORT

The Committee considered a report by the Service Manager, Audit and Risk Management Services, updating members on progress made towards implementing internal audit recommendations previously reported to and agreed by Management.

Decision

The Committee:-

- (1) noted the contents of the report and acknowledged the progress that had been made in implementing recommendations; and
- (2) noted comments from members that the provision of a workshop covering the role of Audit and Risk Management Services and the Committee's Audit role would be beneficial for new members of the Committee following the Local Government Elections on 5th May, 2022.

210. 2021/22 ISSUED AUDIT REPORTS

The Committee considered a report by the Service Manager, Audit and Risk Management Services, providing a summary of findings from the Internal Audit Reports finalised since the last report to the Committee. The report highlighted any areas of concern and instances where Services were not taking appropriate action.

Decision

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

211. RISK MANAGEMENT POLICY, STRATEGY AND STRATEGIC RISK REGISTER REPORT

The Committee considered a report by the Executive Director of Finance and Corporate Services providing an update on the work undertaken to review and revise the Council's Risk Management Policy and Strategy, including roles and responsibilities, the current level of risk within the Council's Strategic Risk Register and informing members about the re-established Corporate Risk Management Strategy Group (RMSG).

Decision

The Committee:-

- (1) approved the Council's revised Risk Management Policy and Strategy, including roles and responsibilities as detailed in Appendix A to the report;
- (2) approved the Council's Strategic Risk Register following its most recent review as detailed in Appendix B to the report;
- (3)/

2022 SA 86

- (3) noted that the Corporate Risk Management Strategy Group had been re-established and reinvigorated after a period of abeyance; and
- (4) noted that further updates on risk management would be submitted to the relevant Committee throughout 2022/23.

212. 2022/23 INTERNAL AUDIT PLAN AND UPDATE ON INTERNAL AUDIT PLAN 2021/22

The Committee considered a report by the Service Manager, Audit and Risk Management Services, detailing the Internal Audit Plan for the 2022/23 financial year, the outcome from the recent review of the 2021/22 Internal Audit Plan and updating members on the progress towards delivering the 2021/22 Internal Audit Plan.

Decision

The Committee:-

- (1) approved the 2022/23 Internal Audit Plan as detailed in Appendix A to the report;
- (2) approved the proposed amendments to the 2021/22 Internal Audit Plan; and
- (3) acknowledged the update on progress made towards delivering the 2021/22 Internal Audit Plan as detailed in Appendix B to the report.

213. DATA PROTECTION TRAINING - UPDATE REPORT

The Committee considered a report by the Head of Legal and Democratic Services updating members on the progress made on mandatory Data Protection training completion rates since the matter was considered at the meeting of the Committee on 7th October, 2021.

Decision

The Committee:-

- (1) considered and noted the content of the report; and
- (2) agreed that an update on the Data Protection mandatory training completion rates would be included in the Data Protection Annual Report which would be submitted to the relevant Committee in September, 2022.

214. STANDARDS AND AUDIT COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Standards and Audit Forward Work programme.

Decision

The Committee noted the contents of the Forward Work Programme which would be updated accordingly.

CONVENER'S/

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections on 5th May, 2022, the Convener reflected on achievements, highlighting areas of work considered by the Committee and expressed his appreciation of: the contributions of all members and officers in supporting the work of the Committee, wishing them well in their future endeavours.

THE FIFE COUNCIL - SUPERANNUATION FUND AND PENSIONS COMMITTEE AND FIFE PENSION BOARD – REMOTE MEETING

29th March, 2022

10.00 a.m. -1.00 p.m.

PRESENT: Committee - Councillors Dave Dempsey (Convener), David Barratt, Altany Craik, Colin Davidson, Mino Manekshaw, Alistair Suttie and Jonny Tepp.

Fife Pension Board – Councillors Dave Coleman and Ian Ferguson, Robert Graham, Ross Hugh, Colin Paterson, Gordon Pryde and John Wincott.

ATTENDING: Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services, Laura C Robertson, Finance Operations Manager, Karen Balfour, Lead Officer - Banking and Investment, Anne Bence, Accountant, Fiona Clark, Pensions Specialist, John Mackie, Team Manager - Transactions Team, Finance Services; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

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

APOLOGIES FOR ABSENCE: Committee - Councillor Fiona Grant.

Fife Pension Board - Vicki Wyse.

177. DECLARATIONS OF INTEREST

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

178. MINUTES

The Committee considered:-

- (a) the minute of the meeting of the Superannuation Fund and Pensions Committee of 7th December, 2021.

Decision

The Committee agreed to approve the minute.

- (b) the Fife Pension Board minute of 7th December, 2021.

Decision

Decision

The Committee noted:-

- (1) the minute of the Fife Pension Board; and
- (2) the updates provided on areas in the minute.

179. PENSIONS ADMINISTRATION PERFORMANCE MONITORING REPORT

The Committee considered a report by the Head of Finance providing members with monitoring information on the performance of the Pensions Administration Team and updating on other activities undertaken by the Team. The KPI review and a proposal for improvement was also outlined in the report.

Decision

The Committee:-

- (1) considered and noted the level of annual performance relative to the target and to the previous year;
- (2) noted the proposed improvements to the reporting of KPI information which would be brought forward in the coming year; and
- (3) noted that the concerns raised (minute reference 2021 SF 83 para 170.(3)) in relation to the unsatisfactory performance of the AVC provider Prudential, had been resolved, including delayed payments affecting 19 Fife Council members.

180. AUDIT SCOTLAND - ANNUAL AUDIT PLAN FIFE PENSION FUND 2021/22

The Committee considered a report by the Head of Finance providing members with details of Audit Scotland's annual audit plan for Fife Pension Fund for the financial year 2021/22, setting out the risks highlighted, planned work, audit scope and timing.

Decision

The Committee noted the content of the Audit Scotland Annual Audit Plan 2021/22.

181. POST AUDIT REVIEW REPORT

The Committee considered a report by the Service Manager, Audit and Risk Management Services detailing internal audit reports issued since 27th February, 2020. Actions were complete for all reports issued prior to that period.

Decision/

Decision

The Committee noted:-

- (1) the contents of the report and the progress made towards implementing recommendations; and
- (2) that the recommendations due to be implemented by 31st March, 2022 would be completed by the deadline.

182. UPDATE ON 2021/22 AUDIT PLAN

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

Decision

The Committee noted the contents of the report.

183. COST TRANSPARENCY (PUBLIC REPORT)

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 Annual Report and Accounts and participation in Cost Transparency Initiative (CTI). The report also included details of the Fund's results from the annual CEM Benchmarking.

Decision

The Committee acknowledged the contents of the report.

184. RISK MANAGEMENT REVIEW

The Committee considered a report by the Head of Finance providing an updated 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 considered the contents of the report;
- (2) noted that the risks would be reviewed on a regular basis and that reports would be submitted to the relevant Committee on a quarterly basis;
- (3) noted concerns raised by members in relation to the risk of cyber attacks and cyber security for the Fife Pension Fund and received reassurance from the Head of Finance that Fife Pension Fund systems were classed as Business Critical and expert advice would continue to be taken to ensure that the risk on the Fife Pension Fund systems was minimal;
- (4)/

- (4) agreed that the Service Manager, Audit and Risk Management Services, would focus on the risks associated with the Fife Pension Fund systems through the internal audit process and that a future report would be submitted to the Committee detailing action taken to reduce cyber security risks, to include the risk classification and whether it would remain in the medium risk classification; and
- (5) agreed to delegate to the Head of Finance to arrange a training session for members of the Committee on the topic of Cyber Security for the Fife Pension Fund, to allow for further discussion on the subject.

185. PENSIONS FUND COMMITTEE WORKPLAN

The Committee considered a report by the Head of Finance, providing members with an overview of the proposed agendas for future meetings of the Superannuation and Pension Fund Committee and the annual cycle.

Decision

The Committee:-

- (1) noted the contents of the report; and
- (2) agreed that, due to the number of items scheduled for submission to the next meeting of the Committee on 30th June, 2022, an additional meeting of the Committee would be required and the scheduled reports divided between both meetings.

The Committee convened at 11.50 a.m.

The Committee reconvened at 12.00 noon.

186. COST TRANSPARENCY (PRIVATE REPORT)

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 paragraph 6 of part 1 of Schedule 7a of the Act.

The Committee considered a private report by the Head of Finance to complement the public report on the agenda (item 8), providing a detailed analysis of the Pension Fund Management Costs by providing a breakdown per manager.

Decision

The Committee:-

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

187./

187. SUPERANNUATION FUND - INVESTMENT UPDATE

The Committee considered a report by the Head of Finance providing members with an overview of the Fund's investments at 31st December, 2021. A verbal update of manager monitoring activity and investment strategy would be provided at the meeting by the Head of Finance.

Decision

The Committee:-

- (1) noted the Fund's strategic asset allocation and current allocations relative to target;
- (2) noted the value of the Fund's assets on 31st December, 2021 after returning +2.9% over the quarter;
- (3) noted that the Fund was making steady progress towards its revised target allocations, agreed in June 2021;
- (4) noted that longer term absolute returns were strong and relative returns were above both the asset and liability benchmarks; and
- (5) agreed to delegate to the relevant Fife Council Officers to organise a workshop in early Autumn, 2022 for the benefit of the newly elected Committee members, following the Local Government Elections in May, 2022, on exploring mechanisms for investment across relevant projects in Fife, to discuss the infrastructure of the Fife Pension Fund and whether there was a requirement to appoint a Fund Manager to implement the recommendations of the Committee.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Convener reflected on its achievements, highlighting areas of work considered by the Committee and expressing his appreciation of: the contributions of all members and officers in supporting the work of the Committee, wishing them well in their future endeavours.

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – REMOTE MEETING

30th March, 2022

9.30 a.m. – 10.50 a.m.

PRESENT: Councillors Fiona Grant (Convener), John Beare, Altany Craik, Julie Ford, Derek Noble, Ross Vettraino and Jan Wincott.

ATTENDING: Norman Laird, Community Manager (Glenrothes), JP Easton, Area Community Development Team Manager, Communities; John Flaherty, Housing Team Manager – Glenrothes, Housing Services; Lesley Craig, Lead Consultant, Roads Network Management, Assets, Transportation & Environment; and Diane Barnett, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillor Mick Green.

CONVENER’S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, and the Convener’s last formal meeting as an elected member, the Convener expressed her appreciation of the contributions of all members and officers, past and present, in supporting the work of the Committee.

260. DECLARATIONS OF INTEREST

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

261. MINUTE

The Committee considered the minute of meeting of the Glenrothes Area Committee of 2nd February, 2022.

Arising from the minute, with reference to Para. 258. (3) - update report on vacant/derelict land fund - the Convener advised that following consideration of a Fife-wide report at the relevant Committee, a Glenrothes area specific report was expected to be submitted for consideration in September 2022.

With reference to Para. 259. (3) - relating to development contributions - that a briefing note was due to be issued to elected members the following week.

Decision

The Committee agreed to approve the minute.

262. TACKLING POVERTY IN GLENROTHES AREA

The Committee considered a report by the Head of Communities and Neighbourhood Service seeking approval of the Glenrothes Area Tackling Poverty Action Plan for 2022-23, detailing initiatives and approaches designed to tackle and mitigate the effects of poverty on people in the Glenrothes area.

Decision/

Decision

The Committee agreed to approve the initiatives and approaches proposed, as detailed in the Glenrothes Area Tackling Poverty Action Plan for 2022-23 attached as an appendix to the report.

263. PROPOSED WAITING PROHIBITION – FARADAY ROAD, GLENROTHES

The Committee considered a report by the Head of Assets, Transportation and Environment seeking approval to formalise the temporary 'no waiting at any time' restrictions on Faraday Road, Glenrothes.

Decision

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to implement the restrictions detailed in drawing no. TRO/22/20 (Appendix 1 of the report) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

264. SAPPI ROAD, GLENROTHES – 20 MPH ZONES

The Committee considered a report by the Head of Assets, Transportation and Environment seeking approval to promote a Traffic Regulation Order to extend the 20mph speed limit on Sappi Road and to include all new development and residential roads adjoining Sappi Road.

Decision

The Committee, in the interests of road management and safety:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the existing 20mph speed limit on Sappi Road, to include the new adjoining residential roads within this TRO as detailed in drawing nos. TRO/22/19a and TRO/22/19b, appended to the report, with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

265. PROPOSED 40MPH SPEED LIMIT, A911, GLENROTHES

The Committee considered a report by the Head of Assets, Transportation and Environment, seeking approval to introduce a 40mph speed limit on the A911, Glenrothes.

Decision

The Committee, in the interests of road management and safety:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the 40mph speed limit as detailed in drawing no. TRO/22/27 appended to the report, with all ancillary procedures;
- (2)/

2022 GAC 120

- (2) requested officers re-visit the extent of the 40mph speed limit to ensure consistency along the length of the A911 and adjacent to the development site; and
- (3) otherwise authorised officers to confirm the TRO within a reasonable period unless there were objections.

266. **OBJECTION TO TRAFFIC CALMING: BALLINGAL DRIVE, GLENROTHES**

The Committee considered a report by the Head of Assets, Transportation and Environment, seeking approval to set aside an outstanding objection to the proposal to introduce additional speed reduction measures in the form of speed cushions on Ballingall Drive, Glenrothes.

Decision

The Committee:-

- (1) agreed to not set aside the outstanding objection to allow the scheme to proceed to construction, as shown in drawing no. TM/North/Glen/Ball attached as an appendix to the report;
- (2) given that the speed survey had been carried out in September, 2020 - during a lockdown period due to COVID-19, potentially resulting in reduced traffic flow on roads - requested a further speed survey be undertaken; and
- (3) where the results of an up to date speed survey indicated a need for speed reduction measures, that appropriate design solutions be considered at Ward level (Ward 14) in the first instance prior to proposals being submitted for consideration and decision at a future meeting.

267. **PROPOSED DEMOLITION OF 3 BLOCKS OF FLATS AT ALEXANDER ROAD, GLENROTHES**

The Committee considered a report by the Head of Housing Services, presenting a proposal to demolish the 3 blocks of flats at 103–125, 127–149, 151–173 Alexander Road, Glenrothes.

Decision

The Committee agreed to:-

- (1) the proposal to demolish the 3 blocks of flats at 103– 25, 127–149, 151–173 Alexander Road, Glenrothes;
- (2) the proposal to remove all currently empty properties from the rent roll and take out of management;
- (3) the proposal to transfer 15 existing tenants to alternative suitable accommodation and purchase 4 privately-owned properties;
- (4) the proposal to pay qualifying tenants and residents a home loss and disturbance payment; and
- (5)/

2022 GAC 121

- (5) note Councillor Vettraino's point about the remit of the Committee with respect to this matter as set out in the Governance Scheme Part 2: List of Committee Powers

268. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

Prior to consideration of a report by the Executive Director, Education and Children's Services providing an update on school attainment and achievement, the Convener advised that, due to the current challenges for schools' staffing, an Education representative was unable to attend this mornings' meeting and suggested that consideration of the report be deferred to a future meeting the relevant Committee.

Decision

The Committee agreed:-

- (1) to continue consideration of the report until such time as an Education representative was available to attend to answer any questions arising; and
- (2) in the interim, that Committee members would engage directly with local schools on any question or point of clarity relating to school attainment and achievement.

269. GLENROTHES AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Glenrothes Area Committee Forward Work Programme 2022.

Decision

The Committee:-

- (1) noted the Glenrothes Area Committee Forward Work Programme 2022;
- (2) acknowledged, in relation to the Riverside Park Improvement Plan 2020 - 2030, that a briefing note had been issued to elected members, for their information, the previous day; and
- (3) agreed to feed back to the Community Manager (Glenrothes) any comments or suggestions for further reports to be included, within the context of the remit of the Committee.

270. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the contents of the report.

VOTE OF THANKS

On behalf of the Committee, Councillor Beare commended the Convener for her 30 years' service as an elected member and in her role as Convener of this Committee in its consideration of matters relating to its remit, wishing her all the best in her future endeavours.

The Committee also acknowledged that this was JP Easton's final Glenrothes Area Committee meeting of the current Administration and wished him well for his retirement at the end of June this year.

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – REMOTE MEETING

26 May, 2022

9.30 a.m. – 9.35 a.m.

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

ATTENDING: Norman Laird, Community Manager (Glenrothes), Communities and Neighbourhoods and Elizabeth Mair, Committee Officer, Legal and Democratic Services.

1. MEMBERSHIP OF COMMITTEE

There was submitted a list of members of the Glenrothes Area Committee elected to serve at the elections held on 5th May, 2022.

Decision

The Committee noted the membership as detailed on the agenda.

2. APPOINTMENT OF CONVENER

Councillor Ross Vettraino, seconded by Councillor Lynn Mowatt, proposed that Councillor Craig Walker be appointed Convener of Glenrothes Area Committee.

Decision

There being no other nominations, Councillor Craig Walker was duly appointed Convener of the Glenrothes Area Committee.

Thereafter, Councillor Walker took the Chair and thanked members for electing him as Convener. He welcomed the three councillors new to the Council along with those members who had been re-elected and expressed a desire to work together for the best of Glenrothes over the coming five years.

3. APPOINTMENT OF DEPUTE CONVENER

Councillor Daniel Wilson, seconded by Councillor Julie Ford, proposed that Councillor Ross Vettraino be appointed Depute Convener of Glenrothes Area Committee.

Decision

There being no other nominations, Councillor Ross Vettraino was duly appointed Depute Convener of the Glenrothes Area Committee.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING

23rd March, 2022

9.35 a.m. – 10.45 a.m.

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

ATTENDING: David Paterson, Community Manager (Levenmouth), Robert Graham, Area Community Development Team Manager, Kenneth Imrie, Local Community Planning Support Officer, Community Development Team (Levenmouth), Communities & Neighbourhoods; Ken Gourlay, Head of Assets, Transportation & Environment, John Mitchell, Senior Manager, Roads and Transportation; Phil Clarke, Programme Manager, Levenmouth Reconnected Blueprint, Susan Keenlyside, Service Manager, Sustainable Transport & Parking, Assets, Transportation & Environment and Michelle Hyslop, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Inspector Paul Gillespie, Police Scotland.

Prior to the commencement of the formal Committee business, the Convener advised that the School Attainment and Achievement report would be withdrawn from the agenda, as a result of significant pressures on school staffing. The report would be added to the forward work programme for consideration by the new Area Committee, following the Local Government Elections in May, 2022.

310. DECLARATIONS OF INTEREST

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

311. MINUTE

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

Decision

The Committee agreed to approve the minute.

312. LEVENMOUTH RECONNECTED PROGRAMME LARGE GRANT AWARDS

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider the projects that were recommended for approval to receive funding from the £10million Levenmouth Reconnected Programme Fund.

Decision/

Decision

The Committee: -

- (1) agreed to approve the funding of the projects detailed in Appendix 1-2 of the report;
- (2) noted the revised grant application process for the second round of funding; and
- (3) noted the projects that had been successful in gaining grants from the small grant fund.

313. SUPPORTING THE LOCAL COMMUNITY PLAN - BUDGET REQUEST – COMMUNITY SHED KENNOWAY

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement from members to allocate £10,000 from the local community planning budget as additional funding to allow electrical safety works to be undertaken at the Community Shed, Kennoway.

Decision

The Committee agreed to allocate up to £10,000 from the 2022/2023 budget allocation, to undertake additional upgrade work on the electrical systems at the Community Shed, Kennoway.

314. SUPPORTING THE LEVENMOUTH PLAN – PUMP TRACK KENNOWAY CONTINGENCY FUNDING

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement from members to contribute an additional £20,000 from the local community planning budget (capital) to support the possible cost increases for the Pump Track, Kennoway project, which would be taken from the 2022/2023 financial year allocation.

Decision

The Committee agreed to contribute £20,000 contingency funding to be used towards the completion of the Kennoway Pump Track project, which would cover any potential cost increases.

Councillor Smart joined the meeting during consideration of the following item.

315. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – FUEL POVERTY APPROACH

The Committee considered a report by the Head of Communities and Neighbourhoods which provided members with an update on the work of Greener Kirkcaldy/Cosy Kingdom in delivering focused fuel poverty advice and support within the Levenmouth Area and sought a funding contribution of £25,000 from the local community budget allocation to extend the service in the 2022/23 financial year.

Decision/

Decision

The Committee: -

- (1) noted the latest performance figures related to fuel poverty work in the current financial year;
- (2) agreed to contribute £25,000 from the anti-poverty budget to help target the most vulnerable; and
- (3) noted that the funding would be allocated from the 2022/2023 local community budget allocations.

316. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST- ANTI SOCIAL BEHAVIOUR APPROACH CAMERA PURCHASE

The Committee considered a report by Inspector Paul Gillespie, Police Scotland, which sought agreement from members to contribute £21,000 to support the introduction of an improved CCTV infrastructure, which would be used to enhance the prevention and investigation of crime and increase public safety within the Levenmouth Area.

Decision

The Committee agreed: -

- (1) to fund £21,000 in 2022/2023 to support the introduction of a sustainable and flexible CCTV system, which would be managed by Police Scotland within known hotspots in the Levenmouth Area;
- (2) to contribute £3,000 per year from year 2 (2023/2024) for the ongoing maintenance and repair of the cameras, and
- (3) to remit the delegated decision to the Community Manager to ensure a sustainable approach to the prevention and investigation of crime and increased public safety.

317. SUPPORTING WELFARE REFORM ANTI-POVERTY - BUDGET REQUEST – REDUCING DIGITAL EXCLUSION, IMPROVING ACCESS FOR ALL

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement from members to fund £23,530 to purchase laptop equipment (chrome books) and associated data packages to help improve digital access to those on low income or at risk of digital exclusion. The funding would provide 60 chrome books and 60 data packages which would enable immediate connectivity with wider services, information and learning.

Decision/

Decision

The Committee: -

- (1) agreed to allocate up to £23,530 from anti-poverty funds to support digital inclusion, and
- (2) noted the total cost of the approach would be £33,530, of which £10,000 was already secured from the Fife Council Poverty Board.

318. SCHOOL ATTAINMENT & ACHIEVEMENT REPORT

The Convener agreed the item, as detailed on the agenda, would be withdrawn and included as a future report on the forward work programme for consideration at a later meeting of the relevant Committee to allow Education Officers to attend and present the report.

319. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the contents of the report.

320. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the Levenmouth Area Committee forward work programme.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee, prior to the local government elections in May 2022, the Convener expressed his appreciation and thanks to all Members and Officers of the Committee for their contributions over the past 5 years in supporting the work of the Committee for the benefit of the people within the Levenmouth Area.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING

26th May, 2022

11.00 a.m. – 11.06 a.m.

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

ATTENDING: David Paterson, Community Manager (Area), Communities and Neighbourhoods Service; Helena Couperwhite, Service Manager, Lesley Robb, Lead Officer and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

1. MEMBERSHIP OF COMMITTEE

Decision

The Committee noted its membership as detailed on the agenda

2. APPOINTMENT OF CONVENER

Motion

Councillor John O'Brien, seconded by Councillor David Alexander, moved that Councillor Ken Caldwell be appointed as Convener.

Amendment

Councillor David Graham, seconded by Councillor Thomas Adams, moved that Councillor Colin Davidson be appointed as Convener.

Roll Call

For the Motion - 4 votes

Councillors David Alexander, Ken Caldwell, John O'Brien and Alistair Suttie

For the Amendment - 4 votes

Councillors Thomas Adams, Eugene Clarke, Colin Davidson and David Graham

Decision

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

3./

3. APPOINTMENT OF DEPUTE CONVENER

Decision

The appointment of the Depute Convener was referred back to full Council at its next meeting on the 9th June 2022 for determination and in accordance with the agreed procedure.

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

22nd March, 2022

9.30 a.m. – 11.25 a.m.

PRESENT: Councillors Helen Law (Convener), James Calder, Gavin Ellis, Ian Ferguson, Derek Glen, Garry Haldane, Jean Hall-Muir, Jim Leishman, Ross Paterson, David J Ross and Fay Sinclair.

ATTENDING: Neil Watson, Lead Consultant, Roads & Lighting Asset Management, Assets, Transportation and Environment Services; Karen Lees, Education Manager, Iain Yuile, Headteacher, Dunfermline High School, Ruth McFarlane, Headteacher, Queen Anne High School, Jacqueline Sullivan, Depute Headteacher, Woodmill High School, Education and Children's Services; Andrew Gallacher, Community Manager (Dunfermline), Andy MacLellan, Community Projects Team Manager, Kevin O'Kane, Greenspace Partnership Officer, Shirley Melville, Area Community Development Team Manager, Communities and Neighbourhood Services; Lisa Hemphill, Local Development Officer, Housing Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

298. DECLARATIONS OF INTEREST

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

299. MINUTE

The Committee considered the minute of the meeting of the City of Dunfermline Area Committee of 25th January, 2022.

Decision

The Committee agreed to approve the minute.

300. AREA ROADS PROGRAMME 2021/22

The Committee considered a report by the Head of Assets, Transportation and Environment which identified projects proposed for inclusion in the 2022-23 Area Roads Programme for the City of Dunfermline area.

Decision

The Committee:-

- (1) approved the report and Appendices 1 - 3;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Vice-Convener; and
- (3)/

- (3) noted Appendices 4 and 5.

301. SCHOOL ATTAINMENT AND PERFORMANCE

The Committee considered a report by the Executive Director (Education and Children's Services) providing members with a summary report on 2020-2021 School Attainment across the secondary and primary schools serving the City of Dunfermline Area.

Decision

The Committee:-

- (1) noted the details contained within the report, and background papers, in relation to the nature of this year's report due to the impact of the Covid-19 pandemic; and
- (2) noted the information provided in the secondary schools' reports.

302. ABBEYVIEW COMMUNITY HUB FACILITY UPDATE

The Committee considered a report by the Head of Communities and Neighbourhoods which provided members with an update on progress to develop a new Integrated Community Hub facility located in Abbeyview, Dunfermline.

Decision

The Committee noted the contents of the report and the associated appendices as agreed and approved at the Council's Policy and Co-ordination Committee on 3rd March, 2022.

303. LOCAL COMMUNITY PLANNING AREA BUDGET REQUEST - DULOCH WOODS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking a contribution from the Local Community Planning Budget for Duloch Park tree planting.

Decision

The Committee agreed to a contribution of £11,700 for Duloch Park tree planting from the local anti-poverty budget.

304. LOCAL COMMUNITY PLANNING AREA BUDGET REQUEST - TOUCH COMMUNITY-LED REGENERATION PROJECT

The Committee considered a report by the Head of Communities and Neighbourhoods seeking a contribution from the Local Community Planning Budget for the Place-based Community-led Regeneration Project in Touch, Dunfermline.

Decision/

Decision

The Committee agreed to a contribution of £10,000 for the Place-based Community-lead Regeneration Project in Touch from the local anti-poverty budget.

Councillor Calder left the meeting following the above item.

The meeting adjourned at 11.05 a.m. and reconvened at 11.10 a.m.

305. LOCAL COMMUNITY PLANNING AREA BUDGET REQUEST - TACKLING POVERTY AND PREVENTING CRISIS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking a contribution from the Local Community Planning Budget to support the recruitment of a temporary Welfare Support Assistant focusing on tackling poverty and preventing crisis.

Decision

The Committee agreed to a contribution of £33,000 to support the recruitment of a temporary Welfare Support Assistant from the local anti-poverty budget.

306. PLAN 4 DUNFERMLINE: THE LOCAL COMMUNITY PLAN

The Committee considered a report by the Head of Communities and Neighbourhoods which provided an update on the review of the Plan 4 Dunfermline which is the Local Community Plan for the City of Dunfermline Area Committee.

Decision

The Committee agreed to:-

- (1) support the proposal to engage and consult with the community on the existing plan at the Dunfermline Local Community Planning Partnership; and
- (2) receive a report to a future meeting of the area committee outlining the findings of that process and presenting the updated Plan 4 Dunfermline.

307. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the contents of the report.

Valedictory

The Convener expressed her thanks and gratitude to all elected members and officers she had/

2022 CODAC 118

had worked with over the years and noted a number of successful projects in the Dunfermline area which had been delivered that she was immensely proud of. The Convener passed on her best wishes to all those standing in the Local Government Election in May.

2022 CODAC 1

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

31st May, 2022.

9.30 a.m. -

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

ATTENDING: Emma Whyte, Committee Officer, Legal and Democratic Services; and Andrew Gallacher, Community Manager (Dunfermline), Communities and Neighbourhoods Service.

1. MEMBERSHIP OF COMMITTEE

Decision

The Committee noted its membership as detailed on the agenda.

2. APPOINTMENT OF CONVENER

Motion

Councillor Boubaker-Calder, seconded by Councillor Hilton, moved that Councillor Calder be appointed as Convener.

Amendment

Councillor Glen, seconded by Councillor Barrera, moved that Councillor Hall Muir be appointed as Convener.

Roll Call

For the motion – 6 votes

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

For the Amendment – 5 votes

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

Decision

Councillor Calder was appointed as Convener of the City of Dunfermline Area Committee.

3./

2022 CODAC 2

3. APPOINTMENT OF DEPUTE CONVENER

Motion

Councillor Hilton, seconded by Councillor Boubaker-Calder, moved that Councillor Pryde be appointed as Depute Convener.

Amendment

Councillor Hall Muir, seconded by Councillor Anis-Miah, moved that Councillor Ballantyne-Wardlaw be appointed as Depute Convener.

Roll Call

For the motion – 6 votes

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

For the Amendment – 5 votes

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

Decision

Councillor Pryde was appointed as Depute Convener of the City of Dunfermline Area Committee.

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – REMOTE MEETING

22 March, 2022

2.00 pm – 3.35 pm

PRESENT: Councillors Neil Crooks (Convener), Lesley Backhouse, Alistair Cameron, Ian Cameron, Rod Cavanagh, Judy Hamilton, Zoe Hisbent, Gordon Langlands, Kathleen Leslie, Carol Lindsay and Richard Watt.

ATTENDING: Julie Dickson, Community Manager, Izzy Scott-Trimmm, Team Manager Community Development – Kirkcaldy Area, Clair Lovett, Parks Development Officer, Communities and Neighbourhoods; Martin Kingham, Service Manager, Roads Network Management, Keith Johnston, Technician Engineer - Traffic Management South, Assets, Transportation and Environment; Eleanor Hodgson, Accountant and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

APOLOGY FOR ABSENCE: Councillor David Ross.

Prior to the start of the meeting the Convener advised the School Attainment and Achievement report would be withdrawn from the agenda, following discussion with Senior Officers from Education and Children’s Services, as a result of significant current pressures on school staff, who were unable to attend the Committee meeting. The report would be added to the forward work programme for consideration by the new Area Committee, following Local Government Elections in May, 2022.

The Convener also advised of an additional item, as urgent business, due to an existing Traffic Regulation Order expiring on 4 April, 2022, as failure to address the issue would result in Fife Council being unable to legally enforce traffic regulation on High Street Kirkcaldy after 4 April, 2022. The item would be considered after item no. 10 on the agenda.

298. DECLARATIONS OF INTEREST

No declarations were submitted in terms of Standing Order 7.1.

299. MINUTE

The Committee considered the minute of the meeting of Kirkcaldy Area Committee of 25 January, 2022.

Decision

The Committee approved the minute.

300./

300. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

The Convener agreed the item, as detailed on the agenda, would be withdrawn and included as a future report on the forward work programme for consideration at a later meeting of the relevant Committee to allow Education Officers to attend and present the report.

Councillor Watt joined the meeting during consideration of the following item.

301. SUPPORTING THE LOCAL COMMUNITY PLAN - KIRKCALDY AREA LOCAL BUDGETS 2022-25

The Committee considered a report by the Head of Communities and Neighbourhoods informing Members of the availability of local funding and seeking approval to allocate spending for the Local Community Planning Budget (LCPB) 2022/25 and the Anti-Poverty Fund 2022/25 Kirkcaldy Area. The report also proposed new reporting arrangements to provide feedback to Members on allocations from these budgets.

Decision

The Committee agreed the following proposed notional allocations outlined in Sections 2 and 3 of the report and the proposed new future reporting arrangements, as detailed in Section 4:

1. Section 2: 2022-2025 Area LCP Budget:
£148,000 – Core Commitments
£58,000 – Significant Area Priorities
£60,000 – Budget allocated to the ward areas; and
2. Section 3: 2022-2025 Anti-Poverty Budget:
£87,000 - Anti Poverty Core Work
£64,000 - Anti Poverty Area Specific Project

302. AREA CAPITAL BUDGET REQUEST - KIRKCALDY RAVENSCRAIG PARK PLAY AREA

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds of £20K from the Area Capital Budget to meet the funding shortfall for Ravenscraig Park Play Area project, which was otherwise fully funded.

Decision

The Committee agreed to allocate a contribution of £20K from the Area Capital Budget towards Ravenscraig Park Play Area in Kirkcaldy.

303./

303. AREA CAPITAL BUDGET REQUEST - MIDDLEDEN MOUNTAIN BIKE TRAILS REDEVELOPMENT

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds of £25K, from the Area Capital Budget, towards the Middleden Mountain Bike Trails project.

Decision

The Committee agreed to allocate a contribution of £25K from the Area Capital Budget towards the Middleden Mountain Bike Trails project.

Councillor Watt left the meeting during consideration of the following item.

304. AREA CAPITAL BUDGET REQUEST - KIRKCALDY ATHLETICS TRACK DEVELOPMENT

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds of £159K from the Area Capital Improving Health Through Leisure and Sport funding towards the development of an athletics track in the Kirkcaldy Area.

Decision

The Committee agreed to allocate funds of £159K from the Area Capital Improving Health Through Leisure and Sport funding towards the development of an athletics track in the Kirkcaldy Area.

305. PROPOSED NO MOTOR VEHICLES RESTRICTION - LOCHIES ROAD, BURNTISLAND

The Committee considered a report by the Head of Assets, Transportation and Environment requesting Members consider a proposal for the introduction of a No Motor Vehicles restriction on Lochies Road, Burntisland.

Decision

The Committee, in the interests of road safety:

1. agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the No Motor Vehicles restriction, as detailed in drawing no. TRO22_15 (Appendix 1) with all ancillary procedures; and
2. authorised Officers to confirm the TRO within a reasonable period unless objections were received.

306. PROPOSED RURAL CLEARWAY REVOCATION - A921 BURNTISLAND TO KINGHORN

The Committee considered a report by the Head of Assets, Transportation and Environment allowing Members to consider a proposal to revoke the existing Rural Clearway Traffic Regulation Order on the A921 Burntisland to Kinghorn.

Decision/

Decision

The Committee, in the interests of traffic management:

1. agreed to the revocation of a Rural Clearway Traffic Regulation Order (TRO) as detailed in drawing no. TRO22_16 (Appendix 1) with all ancillary procedures; and
2. authorised officers to confirm the revocation within a reasonable period unless objections were received.

307. URGENT ITEM - OBJECTION TO CHANGES TO VEHICULAR ACCESS, HIGH STREET PEDESTRIAN ZONE, KIRKCALDY

The Committee considered an urgent report by the Head of Assets, Transportation and Environment allowing Members to consider an objection to proposals for changes to the times vehicles were prohibited from entering the Kirkcaldy High Street Pedestrian Zone.

Decision

The Committee:

1. agreed to uphold the objection to the Traffic Regulation Order (TRO) amendment;
2. agreed to introduce an Experimental Traffic Regulation Order (ETRO) for a minimum of 6 months allowing a change to the times vehicles could access the High Street pedestrian zone and to permit Fife Council Demand Responsive Transport vehicles to enter the pedestrian zone out with the closure times as shown in drawing nos. TRO21/45/PZ and TRO/21/45/OPR (Appendix 1), with all ancillary procedures; and
3. requested that Officers submit a report to a future meeting of the Committee, providing further recommendations towards the conclusion of the ETRO period.

308. UPDATE ON CHANGES TO VEHICULAR ACCESS, HIGH STREET PEDESTRIAN ZONE, KIRKCALDY

The Committee considered a report by the Head of Assets, Transportation and Environment providing Members with an update on the automatic rising bollards system for High Street, Kirkcaldy, and on the progress of a consultation with businesses and residents to further restrict the times exempted vehicles could access the pedestrian zone between Tolbooth Street and Kirk Wynd Kirkcaldy.

Decision

The Committee noted the contents of the report.

309. AREA CAPITAL UPDATE REPORT 2021-2022

The Committee considered a report by the Executive Director, Finance and Corporate Services advising Members of the current status of the additional capital investment awarded to Kirkcaldy area in the 2017-20 budget and the subsequent 2021-31 Capital Investment Plan.

Decision/

Decision

The Committee noted the information contained in the report and the relevant appendices to the report, for the Capital funding allocations.

310. COMMON GOOD FUNDS ANNUAL REPORT 2020-21

The Committee considered a report by the Executive Director, Finance and Corporate Services advising Members of the current status of the Common Good Funds in the Kirkcaldy area and relevant fund activities over the financial year 2020-21.

Decision

The Committee:

1. noted the information contained in the relevant appendices to the report, for the various Common Good funds; and
2. considered the information provided in the report.

311. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the contents of the report.

312. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the contents of the Kirkcaldy Area Committee Forward Work Programme.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee, prior to the local government elections in May 2022, the Convener wished to record his appreciation and thanks to all Members of the Committee for their contributions over the past 5 years in supporting the work of the Committee for the benefit of the people within the Kirkcaldy Area.

2022 KAC 1

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – REMOTE MEETING

31st May, 2022

2.00 p.m. – 2.11 p.m.

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

ATTENDING: Julie Dickson, Community Manager (Area), Communities and Neighbourhoods Service; Lesley Robb, Lead Officer, and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

1. MEMBERSHIP OF COMMITTEE

Decision

The Committee noted its membership as detailed in the agenda.

2. APPOINTMENT OF CONVENER

Motion

Councillor David Ross, seconded by Councillor Julie MacDougall, moved that Councillor Ian Cameron be appointed as Convener.

Amendment

Councillor Lesley Backhouse, seconded by Councillor Nicola Patrick, moved that Councillor Rod Cavanagh be appointed as Convener.

Roll Call

For the Motion - 7 votes

Councillors Alistair Cameron, Ian Cameron, Judy Hamilton, James Leslie, Kathleen Leslie, Julie MacDougall and David Ross.

For the Amendment - 5 votes

Councillors Blair Allan, Lesley Backhouse, Rod Cavanagh, Carol Lindsay and Nicola Patrick

Decision

Councillor Ian Cameron was appointed as Convener of the Kirkcaldy Area Committee.

3./

3. APPOINTMENT OF DEPUTE CONVENER

Motion

Councillor Ian Cameron, seconded by Councillor David Ross, moved that Councillor Julie MacDougall be appointed as Depute Convener.

Amendment

Councillor Nicola Patrick, seconded by Councillor Blair Allan, moved that Councillor Carol Lindsay be appointed as Depute Convener.

Roll Call

For the Motion - 7 votes

Councillors Alistair Cameron, Ian Cameron, Judy Hamilton, James Leslie, Kathleen Leslie, Julie MacDougall and David Ross.

For the Amendment - 5 votes

Councillors Blair Allan, Lesley Backhouse, Rod Cavanagh, Carol Lindsay and Nicola Patrick

Decision

Councillor Julie MacDougall was appointed as Depute Convener of the Kirkcaldy Area Committee.

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

23rd March, 2022.

9.30 a.m. – 11.30 a.m.

PRESENT: Councillors Alice McGarry (Convener), David Barratt, Bobby Clelland, Dave Coleman, Dave Dempsey, Sharon Green-Wilson, Mino Manekshaw, Tony Orton and Andrew Verrecchia.

ATTENDING: Lynn Porter, Education Manager, Ian Adair, Headteacher, Inverkeithing High School and Elspeth Gow, Headteacher, Tulliallan Primary School, Education and Children’s Services; Alastair Mutch, Community Manager (South and West Fife) and David Manderson, Community Education Worker, Communities and Neighbourhoods Service; Claire Mackinlay, Housing Team Manager, Housing Service; Gordon Mole, Head of Business and Employability Services and Karen Stewart, Forth Bridges Area Tourism Strategy Manager; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

The Convener, in terms of Standing Order No. 3.8(2), advised of an additional item which she had agreed to take as urgent business. The item was considered relevant and competent as the community consultation on the future of the Inverkeithing High School site had only recently concluded and full results of the consultation were only now being made available. The item would be considered following item 8 on the agenda.

328. DECLARATIONS OF INTEREST

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

329. MINUTE

The Committee considered the minute of the South and West Fife Area Committee meeting of 3rd March, 2021.

Decision

The Committee agreed to approve the minute.

330. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

The Committee considered a report by the Executive Director (Education and Children's Services) providing members with a summary report on 2020-2021 School Attainment across the secondary and primary schools serving the South and West Fife Area.

Decision

The Committee:-

- (1) noted the details contained within the report, and background papers, in relation to the nature of this year's report due to the impact of the Covid-19 pandemic;
- (2)/

2022 SWFAC 278

- (2) noted the information provided in the secondary schools' reports; and
- (3) considered that the content and presentation of the report required improvement.

Councillor Dave Coleman joined the meeting during discussion of the above item and Councillor Andrew Verrecchia left the meeting during discussion of the above item.

331. AREA HOUSING PLAN 2022-24

The Committee considered a report by the Head of Housing Services seeking approval for a revised Area Housing Plan which sets out area performance, service delivery and highlights key housing issues following consultation with key stakeholders.

Decision

The Committee approved the South and West Fife Area Housing Plan for 2022-2024.

332. NORTH QUEENSFERRY AND FORTH BRIDGES AREA

The Committee considered a joint report by the Head of Communities and Neighbourhoods Service and the Head of Business and Employability Services providing an update on the activities as identified in an earlier report on the same subject presented to the South and West Fife Area Committee on 7th October, 2020.

Decision

The Committee:-

- (1) noted progress against key actions for North Queensferry, the development of the Local Action Plan and its links to the Forth Bridges Area Tourism Strategy;
- (2) endorsed the creation of a forum to advance the delivery of the Local Action Plan;
- (3) noted that future reporting on key areas listed, including progress with the Local Action Plan, would be undertaken through Ward 6 meetings; and
- (4) wished to commend all the officers involved in the preparation of the report for its excellent standard and content.

333. FORTH BRIDGES AREA TOURISM STRATEGY DELIVERY

The Committee considered a report by the Head of Business and Employability Services providing an update on activities in taking forward the Forth Bridges Area (FBA) Tourism Strategy agreed in 2019.

Decision

The Committee noted the update on progress of the Forth Bridges Area Tourism Strategy.

334./

334. PROPERTY TRANSACTIONS

Decision

The Committee noted the contents of a report by the Head of Assets, Transportation and Environment advising on action taken under delegated powers in relation to property transactions in the South and West Fife Committee Area.

335. URGENT MOTION – FUTURE OF INVERKEITHING HIGH SCHOOL SITE

Councillor David Barratt, seconded by Councillor Dave Dempsey, moved as follows:-

“Future of Inverkeithing High School Site

Committee notes that a community consultation was carried out on this issue by the elected members of Ward 6 and the consultation closed on 21st March, 2022.

Committee agrees that community views MUST be taken into account by the relevant Committee in the consideration of any development brief for the future of the Inverkeithing High School Site.

Committee notes from the results of a consultation undertaken by the members of Ward 6 that continued community use and sports development remain THE top priority and that there is strong demand to maintain the presence of a swimming pool onsite”.

Decision

The motion was unanimously agreed.

CONVENER’S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government elections in May, 2022, the Convener wished to thank members for their attendance and commitment over the past five years and extended her best wishes to those standing for re-election in May. The Convener also wished to express her appreciation for the contributions provided by officers in supporting the work of the Committee.

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.

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

30th March, 2022

2.00 p.m. – 3.45 p.m.

PRESENT: Councillors Linda Erskine (Convener), Alistair Bain, Alex Campbell, Gary Guichan, Rosemary Liewald, Mary Lockhart, Lea Mclelland and Darren Watt.

ATTENDING: Sarah Roxburgh, Community Manager (Area), Bruce Penman, Lead Officer, Cowdenbeath, Communities and Neighbourhoods; Keith Johnston, Technician Engineer, Traffic Management South, Roads & Transportation; Russell Gray, Housing Team Manager, Housing Services; Dawn Jamieson, Safer Communities Team Manager, Leisure & Cultural Services and Michelle Hyslop, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Inspector Steven Hoggan, Police Scotland.

268. DECLARATIONS OF INTEREST

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

269. MINUTE

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 9th February, 2022.

Decision

The Committee agreed to approve the minute.

270. PROPOSED 30 MPH EXTENSION – B925 DUNFERMLINE ROAD, CROSSGATES

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider a proposal to extend the 30mph speed limit on B925 Dunfermline Road, Crossgates.

Decision

The Committee, in the interests of road safety:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the 30 mph speed limit as detailed in drawing no. TRO22_25 (Appendix 1), with all ancillary procedures;
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections, and
- (3)/

- (3) requested officers undertake further work to explore the feasibility of suitable crossings to be placed at the entrance and exits of the A92 Halbeath Park and Ride facility and asked that a report be brought back to the next relevant Committee following the local government elections in May 2022.

271. PEOPLE & PLACE LEADERSHIP PROPOSED DEMOLITION- BLOCK 101-147, MARTIN CRESCENT, BALLINGRY

The Committee considered a report by the Head of Housing Services which asked members to consider the proposal to demolish the properties block 101- 147, Martin Crescent, Ballingry as part of the Housing Regeneration programme.

Decision

The Committee: -

- (1) agreed to the proposal to transfer existing tenants of Block 101-147, Martin Crescent Ballingry to other accommodation on a priority basis;
- (2) agreed to suspend housing allocations to the block and take all empty properties on an ongoing basis out of active management;
- (3) approved the demolition of the empty block at 101-147, Martin Crescent, Ballingry, and
- (4) agreed to pay all qualifying council tenants a home loss and disturbance payment in line with existing council policy.

Cllr Alistair Bain joined the meeting during consideration of the following item.

272. NOTICE OF MOTION

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

Councillor Mclelland, seconded by Councillor Liewald, moved as follows: -

"Cowdenbeath Area Committee notes the apparent deteriorating condition of The Miners Winding Wheel within Lochore Meadows Country Park and this is of concern to elected members and the wider Community.

Committee notes the interest of Professor Demetrios M. Cotsovos of Herriot Watt University in examining the structure with his students.

Committee requests that Officers engage with Professor Cotsovos with a view to presenting a report on the condition of the structure at a future Area or relevant committee and thereafter explore options for appropriate restoration".

Decision

The Committee unanimously agreed the terms of the motion as detailed.

273./

273. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the content of the report.

274. COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

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

275. PUBLIC QUESTIONS

A question was submitted (in terms of Standing Order No 6.1) by Mr. Paul McGowan, resident of Lochgelly.

Question

What steps have the Cowdenbeath Area Committee taken to resolve youth anti-social behavior in the Ward in regard to the following points:

- Introducing a Byelaw against consumption of alcohol in public places
- The reduction in availability of Alcohol Licenses in the town
- Putting wardens on buses and trains (at certain weekend times) to raise intelligence for the Police
- Introducing visible CCTV to the area
- Funding a number of youth diversionary activities
- Engaging/funding the community for a “Community Watch” scheme

Response

Police (Inspector Steven Hoggan)

In relation to the byelaw against consumption of alcohol in public places. It is currently an offence to be found to be in possession of an open container containing alcoholic liquor - S201, 202 & 203 Local Government (Scotland) Act 1973, relates. Police regularly carry out licensed premises checks, engaging with licence holders and ensuring that they are complying with the conditions of their licence.

Police are currently looking into a bottle marking scheme with a view to identifying problematic premises and will firstly look to support them to prevent further offences and secondly, carrying out enforcement with those who choose not to take responsibility.

Fife Division do have access to a mobile CCTV vehicle, and we are looking to utilise this as a part of a coordinated response.

Safer/

Safer Communities (Dawn Jamieson)

Safer Communities Officers have close links with transportation and stagecoach, we attended a meeting 2 weeks ago to discuss the ongoing Anti-Social Behavior in and around the bus stations, this may be exacerbated lately by the recent free bus travel for young people.

Safer Community Officers and Police do monitor and patrol bus stations and train stations, but we cannot stop young people from coming into the town if they are not displaying any Anti-Social Behavior at the time. Safer Community Officers and Police share either radio contact or mobile telephone numbers and pass on intel around issues such as these.

CCTV is something that is currently under review, Safer Communities Team do not currently have any redeployable CCTV systems that we can use. I met with the Community Education Worker for the area this week and shared information from the patrol matrix including the times my officers are finding issues in the area and this has been passed on. Community Learning and Development will try and adjust their working days and times to be at locus when they are needed there the most.

Decision

The Committee noted the question submitted by Mr. Paul McGowan and the respective responses provided.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Convener expressed her appreciation of the contributions and efforts by all members and officers in supporting the work of the Committee over the past five years.

2022 CAC 1

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

31st May, 2022

9.30 a.m. – 9.36 a.m.

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

ATTENDING: Sarah Roxburgh, Community Manager (Area), Communities and Corporate Development Management Team; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

1. MEMBERSHIP OF COMMITTEE

Decision

The Committee noted its membership as detailed on the agenda.

2. APPOINTMENT OF CONVENER

Motion

Councillor Linda Erskine, seconded by Councillor Mary Lockhart, moved that Councillor Alex Campbell be appointed as Convener.

Amendment

Councillor Bailey-Lee Robb, seconded by Councillor Rosemary Liewald, moved that Councillor Alistair Bain be appointed as Convener.

Roll Call

For the Motion - 4 votes

Councillors Alex Campbell, Linda Erskine, Mary Lockhart and Darren Watt.

For the Amendment - 4 votes

Councillors Alistair Bain, Rosemary Liewald, Bailey-Lee Robb and Lea McLelland.

Decision

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

3./

3. APPOINTMENT OF DEPUTE CONVENER

Decision

The appointment of the Depute Convener was referred to the next meeting of Fife Council on 9th June, 2022 for determination and in accordance with the agreed procedure.

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

16th March, 2022

9.30 a.m. – 1.00 p.m.

PRESENT: Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Margaret Kennedy, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

ATTENDING: Donald Grant, Community Manager (North East Fife), Louise Whyte, Capital Projects Manager, Iain Wilson, Parks Development Officer, Communities and Neighbourhoods; Neil Watson, Lead Consultant, Roads & Lighting Asset Management, Lesley Craig, Lead Consultant, Roads Network Management; Assets, Transportation and Environment; Morag Millar, Strategic Growth & City Region Deals Programme Manager, Ryan McQuade, Fife Property Gazetteer Officer, Economy, Planning & Employability; Stuart MacArthur, Team Manager, Joan Gallo, Lead Officer, Education, Children's Services & Criminal Justice; Alan Cumming, Education Manager, Ken Currie, Headteacher, Fiona Hynes, Headteacher, Stephen Morrison, Headteacher, Elizabeth Smart, Headteacher, Education & Children's Services and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

415. DECLARATIONS OF INTEREST

Councillor Brian Thomson declared an interest in Para. 429 - Tay Cities Region Deal Annual Report - as he was involved in the delivery of the Tay Cities Deal through his employment with the University of Dundee.

Councillor Brett declared an interest in Para. 421 - School Attainment and Achievement - as his daughter was a teacher at a school mentioned in an appendix to the report, however, he was satisfied that the interest was so insignificant and remote that it would not prejudice discussion or decision making in his role as a Councillor and he would therefore remain in the meeting for this item.

Councillor Lothian declared an interest in Para. 421 - School Attainment and Achievement - as his grandson attended a school mentioned in an appendix to the report, however, he was satisfied that the interest was so insignificant and remote that it would not prejudice discussion or decision making in his role as a Councillor and he would therefore remain in the meeting for this item.

416. MINUTE

The Committee considered the minute of meeting of the North East Fife Area Committee of 26 January 2022.

Decision

The Committee agreed to approve the minute.

417./

417. AREA ROADS PROGRAMME 2022-23

The Committee considered a report by the Head of Assets, Transportation and Environment detailing the projects proposed for inclusion in the 2022-23 Area Roads Programme for the North-East Fife Area.

Decision

The Committee :-

- (1) approved the 2022-23 Area Roads Programme for the North-East Fife Area as detailed in appendices 1-3 to the report;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Vice-Convener; and
- (3) noted the information on street lighting works contained in Appendix 4 and the information on structures works contained in Appendix 5 to the report.

418. SOUTH ROAD, CUPAR - PART TIME 20MPH EXTENSION

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals for the extension of the existing part time 20mph speed limit on South Road, Cupar.

Decision

The Committee agreed, in the interests of road safety, to the promotion of a Traffic Regulation Order (TRO) to extend the existing part time 20mph speed limit on South Road, Cupar as shown in drawing TRO21/51/1 attached to the report.

419. ST ANDREWS RESIDENTS PARKING SCHEME - AMENDMENT TO THE LIST OF QUALIFYING PREMISES - JOHN STREET

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals to amend the list of addresses that qualified to apply for a residents parking permit by adding eight premises in John Street to the St Andrews Residents Parking Permit Scheme.

Decision

The Committee, in the interests of parking management:-

- (1) agreed to the amendment of the existing Traffic Regulation Order to introduce the additional premises in John Street to the St Andrews Residents Parking Permit Scheme, as detailed in Appendix 1 to the report; and
- (2) authorised officers to confirm the amended Traffic Regulation Order within a reasonable period unless there were objections.

420./

420. PROPOSED AMENDMENT TO WAITING RESTRICTIONS – NORTH STREET, ST ANDREWS

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals to amend a “No Waiting at Any Time” restriction on North Street, St Andrews by shortening its length to accommodate three new parking spaces.

Decision

The Committee, in the interests of parking management:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to amend the “No Waiting at Any Time” restriction on North Street, St Andrews as detailed in drawing no. TRO/22/22 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.

421. PROPOSED WAITING PROHIBITION – KYLE GARDENS, ST ANDREWS

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals to extend the waiting prohibition on Kyle Gardens, St Andrews.

Decision

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the waiting prohibition on Kyle Gardens, St Andrews as detailed in drawing no. TRO/22/06 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.

422. C45, DAIRSIE – 20MPH ZONE AND 30MPH EXTENSION

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals for the inclusion of a new residential development within an existing 20mph zone and the extension of a 30mph speed limit on the C45 at Dairsie.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to include the roads within the new residential development within the existing 20mph TRO and to extend the existing 30mph speed limit on the C45 at Dairsie, both as shown in drawing TRO/22/04 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.

423./

423. PROPOSED WAITING PROHIBITION – JAMES STREET AND WALLACE STREET, ST ANDREWS

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals to introduce “No Waiting at Any Time” restrictions on James Street and Wallace Street, St Andrews.

Decision

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the “No Waiting at Any Time” restrictions on James Street and Wallace Street, St Andrews as detailed in drawing no. TRO/22/05 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.

424. PROPOSED 40MPH SPEED LIMIT, B945 TO TAYPORT

The Committee considered a report by the Head of Assets, Transportation and Environment advising of proposals to introduce a 40mph speed limit on the B945, Tayport, from the 30mph limit for approximately 400m.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 40mph speed limit on the B945, Tayport, from the 30mph limit for approximately 400m, as detailed in drawing no. TRO/22/24 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.

425. STREET NAMING AND NUMBERING CONSULTATION - DEVELOPMENT AT NYDIE MAINS ROAD, STRATHKINNES

The Committee considered a report by the Head of Business and Employability proposing the names ‘Quarry Lane’ and ‘Clatto Gardens’ as new street names at the development on land at Nydie Mains Road, Strathkinness.

Decision

The Committee agreed that the new street names ‘Quarry Lane’ and ‘Clatto Gardens’ be adopted for the Springfield Properties PLC development at land at Nydie Mains Road, Strathkinness.

426./

426. LOCAL COMMUNITY PLANNING BUDGET REQUEST - FIFE SHOW - THE FIRST 200 YEARS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for a contribution from the Local Community Planning Budget (LCPB) for Ward 20 towards the costs of the Fife Show – The First 200 Years project.

Decision

The Committee agreed an allocation of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 towards the costs of the Fife Show – The First 200 Years project.

427. LOCAL COMMUNITY PLANNING BUDGET REQUEST – ST ANDREWS WEST SANDS – FULLY ACCESSIBLE VIEWING PLATFORM & WALKWAY

The Committee considered a report by the Head of Communities and Neighbourhoods seek agreement for a contribution towards the costs of the St. Andrews West Sands Fully Accessible Beach Viewing Platform and Walkway project from the Local Community Planning Budget (LCPB) for Ward 18.

Decision

The Committee agreed a contribution of £10,000 towards the costs of the St. Andrews West Sands Fully Accessible Beach Viewing Platform and Walkway project from the Local Community Planning Budget (LCPB) for Ward 18.

428. AREA CAPITAL BUDGET REQUEST - NORTH EAST FIFE PLAYPARKS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds from the Area Capital Budget to meet the funding shortfall for play park projects in North East Fife which were otherwise fully funded, and to assist with start-up funds for projects in their infancy.

Decision

The Committee:-

- (1) agreed to a total contribution of £120,000 from the Area Capital Budget for the following projects –
 - (a) East Neuk Skatepark (£20k);
 - (b) Anstruther, Dreelside (£20k);
 - (c) Strathkinness play park (£20k);
 - (d) Craigshannoch (Wormit) play park (£30k);
 - (e) Pitlessie play park (£10k);
 - (f) Adams Park Play area (Banklands), Newburgh (£20k); and
- (2) noted that further consultation would be carried out in relation to the options appraisal for the East Neuk Skatepark.

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

Prior/

Prior to consideration of the following item, Councillor Thomson, having declared an interest, left the meeting for the item.

429. TAY CITIES REGION DEAL ANNUAL REPORT

The Committee considered a report by the Executive Director, Enterprise and Environment, providing an update on the performance and activity of the Tay Cities Region Deal to 30th September, 2021.

Decision

The Committee noted the Annual Report by the Tay Cities Region Deal to 30th September, 2021, including the progress on activity in North East Fife at Eden Campus.

Councillor Thomson rejoined the meeting following consideration of the above item.

430. CRIMINAL JUSTICE SOCIAL WORK SERVICE - COMMUNITY PAYBACK: UNPAID WORK SCHEME

The Committee considered a report by the Head of Education (Children and Families and Criminal Justice Services) providing an update on developments in Fife Council's Criminal Justice Social Work Service in relation to the work of the Community Payback Unpaid Work Team in the Area Committee wards during April 2020 to March 2021.

Decision

The Committee:-

- (1) noted the information contained in the report; and
- (2) agreed that further reports on the Unpaid Work Scheme by the Criminal Justice Social Work Service be brought to the relevant Committee on an annual basis.

The meeting adjourned at 11.05 a.m. and reconvened at 11.15 a.m.

431. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

The Committee considered a report by the Executive Director, Education and Children's Services, providing a summary report on the 2020-2021 School Attainment across the secondary and primary schools serving the area.

Decision

The Committee: -

- (1) noted the information contained in the report;
- (2) noted that members were encouraged to engage directly with local schools to find out more about school attainment and achievement;
- (3) noted the details contained in the report in relation to the nature of this year's report due to the impact of the COVID 19 pandemic;
- (4)/

2022 NEFAC 219

- (4) noted the information provided in the secondary schools' reports attached to the report; and
- (5) recognised the difficult issues in recent years and the continuing significant efforts and successes by staff to address them.

432. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee noted the current North East Fife Area Committee Forward Work Programme, which would be considered by the appropriate Committee following the Local Government elections in May 2022.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the Local Government Elections in May 2022, the Convener expressed his appreciation of the contributions and efforts by all members and officers in supporting the work of the Committee over the past five years.

2022 NEFAC 1

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

31st May, 2022

11.00 a.m. – 11.10 a.m.

PRESENT: Councillors John Caffrey, Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, Margaret Kennedy, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid, Jonny Tepp and Ann Verner.

ATTENDING: Donald Grant, Community Manager (North East Fife), Communities & Neighbourhoods and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

1. MEMBERSHIP OF COMMITTEE

There was submitted a list of members of the North East Fife Area Committee elected to serve at the elections held on 5th May, 2022.

Decision

The Committee noted the membership as detailed on the agenda.

2. APPOINTMENT OF CONVENER

Councillor Allan Knox, seconded by Councillor Gary Holt, proposed that Councillor Jonny Tepp be appointed as Convener of the North East Fife Area Committee.

Decision

There being no other nominations, Councillor Jonny Tepp was duly appointed Convener of the North East Fife Area Committee and took the Chair.

3. APPOINTMENT OF DEPUTE CONVENER

Motion

Councillor Allan Knox, seconded by Councillor Gary Holt, moved that Councillor Jane Ann Liston be appointed as Depute Convener.

Amendment

Councillor Stefan Hoggan-Radu, seconded by Councillor Louise Kennedy-Dalby, moved that Councillor Ann Verner be appointed as Depute Convener.

Roll Call

For the Motion - 11 votes

Councillors Caffrey, Clark, Corps, Dillon, Holt, Kennedy, Knox, Lawson, Liston, Lothian and Tepp.

For/

2022 NEFAC 2

For the Amendment - 5 votes

Councillors Hayes, Hoggan-Radu, Kennedy-Dalby, MacDiarmid and Verner.

Having received a majority of votes, the motion was accordingly carried.

Decision

Councillor Jane Ann Liston was appointed Depute Convener of the North East Fife Area Committee.



Fife Health & Social Care Partnership

Supporting the people of Fife together

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 22 OCTOBER 2021 AT 10.00 AM

Present	Rosemary Liewald (RLi) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council – David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW) and Graham Ritchie (GR) for Dave Dempsey NHS Fife Board Members (Non-Executive) – Martin Black (MB), Alistair Morris (AM), Arlene Wood (AW), Sinead Braiden (SB) Chris McKenna (CM), NHS Fife Board Member (Executive Director) Medical Director NHS Fife Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative
Professional Advisers	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Kathy Henwood (KH), Chief Social Work Officer, Fife Council Lynn Barker (LB), Associate Director of Nursing
Attending	Bryan Davies (BD), Head of Primary & Preventative Care Services Rona Laskowski (RLas), Head of Complex & Critical Care Services Joy Tomlinson (JT), Director of Public Health Alan Adamson (AA), Service Manager (for Fiona McKay) Norma Aitken (NA), Head of Corporate Services Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO HEADING

ACTION

1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB), including Arlene Wood and Sinead Braiden who are newly appointed NHS Fife Board members. Councillor Graham Ritchie was attending today's meeting at a substitute for Dave Dempsey and the Chair reminded Members of the protocol for the meeting.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking.

NO HEADING**ACTION****2 CONFIRMATION OF ATTENDANCE / APOLOGIES**

Apologies had been received from Tim Brett, Dave Dempsey, David Alexander, Lynne Garvey, Fiona McKay, Katie Paramore, Eleanor Haggett and Simon Fevre.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report.

Nicky extended a warm welcome to those present including Arlene Wood and Sinead Braiden. This will be Rosemary Liewald's final meeting as Chair of the IJB as Christina Cooper and Rosemary's positions will rotate as Chair and Vice-Chair. A formal handover will take place at the IJB meeting on 26 November 2021.

The Integration Scheme Review was supported by both Fife Council and NHS Fife and is now with Scottish Government for their approval. Once this has been received proposals will be brought forward with regard to changes to the governance committees.

There has been confirmation of additional funding has been awarded by Scottish Government and work is ongoing through the Senior Leadership Team to develop proposals. There will be opportunity to discuss at an IJB Development Session and further discussion at IJB committees.

A briefing was circulated to Board members giving an update on covid-19 and remobilisation. Significant challenges continue across all areas and thanks are extended recognising the outstanding work by staff in the partnership, NHS Fife, Fife Council and third and independent sectors.

Chris McKenna then updated that the situation currently is very similar to that at the previous IJB meeting on 24 September 2021. High levels of Covid-19 cases remain a challenge and hospital admissions remain steady. Non-covid patients presenting at hospitals are exhibiting more complex medical conditions and physical frailty, which can cause delays in moving people through the system. Staff are currently preparing for the increase in winter pressures. Chris provided assurance that the NHS Executive Team are doing all that they can to ensure safe and effective patient care through whole system, joined up working.

Janette Owens updated on current workforce and ongoing recruitment. Newly qualified practitioners are now taking up post and a number of Health Care Support Workers have been added to the Nurse Bank along with Nursing and Allied Health Professional (AHP) staff. Various innovative campaigns are ongoing to increase recruitment of staff where needed. Janette recently visited Tarvit Ward and was impressed by the staff and levels of care being provided. Several staff have been nominated by national awards.

4 CHIEF OFFICERS REPORT (Cont)

Nicky Connor advised that senior staff are ensuring they are visible to staff by undertaking visits to workplaces to meet staff and given them the opportunity to discuss issues.

The weekly and monthly Sway briefings continue to shine a light of staff in the partnerships and support strong communication.

5 MINUTES OF PREVIOUS MEETING 24 SEPTEMBER 2021

The Minute of the meeting held on Friday 24 September 2021 was approved.

6 HOMOLOGATION OF DECISIONS TAKEN AT IJB MEETING ON 24 SEPTEMBER 2021

The Chair advised Board members that as the IJB on 24 September 2021 was not quorate, there were two items from that meeting which required to be formally approved at today's meeting.

These were: –

- Finance Update – approval of Financial Monitoring Update as at July 2021.
- Fife Immunisation Strategic Framework 2021-2024 – approval of the Direction to approve the Framework.

The Board formally approved both of these items.

7 MATTERS ARISING

The Action Note from the meeting held on 24 September 2021 was approved.

8 FINANCE UPDATE

The Chair introduced Audrey Valente who presented this report which had been discussed in depth at the Finance & Performance Committee (F&P) on 7 October 2021.

As at 31 August 2021 the partnership is reporting a projected outturn overspend of £6.109m. The key areas of overspend which are contributing to the projected outturn overspend are:-

- Hospital & Long-Term Care
- Family Health Services
- Older People Residential and Day Care
- Home Care Services
- Adult Placements

NO HEADING**ACTION****8 FINANCE UPDATE**

The report provided information on in-year additional funding allocations to provide clarity and transparency in terms of additional funding made available by the Scottish Government to IJBs.

Audrey continues to work with the Senior Leadership Team (SLT) on the Recovery Plan and progressing savings.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David had nothing to add in addition to the report provided.

Discussion took place around resource transfers, the detail of savings in Appendix 3, unallocated funding and the likelihood of achieving efficiency savings by the end of the financial year. Audrey Valente undertook to do more work around the table in the Report which shows committed and allocated funding and bring this back to a future meeting to provide clarity. Audrey also confirmed that SLT are working on achieving savings in year. The medium-term financial strategy, recovery plan and transformation projects will give longer term financial sustainability

The Board considered the key actions and next steps and approved the Financial Monitoring position and use of Reserves as at August 2021.

9 PUBLIC SECTOR CLIMATE CHANGE DUTIES

The Chair introduced Audrey Valente who presented this report which had been discussed at the Finance & Performance Committee (F&P) on 7 October 2021.

This report is a statutory requirement for all public bodies and must be submitted to Scottish Government by 30 November 2021.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that there had been a detailed discussion at the committee and they were happy to recommend the Board accept the report.

Arlene Wood asked about the Fife Action Plan and Audrey Valente will discuss this with her out with the meeting.

Following discussion about the report it was agreed that it should be a subject at a Development Session in 2022.

NC/AV

The Board considered and agreed the priorities for climate change governance, management and strategy for the year ahead as set out in the Assessment Section of the report.

10 PERFORMANCE REPORT – EXECUTIVE SUMMARY

The full Performance Report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which provides an overview of progress and performance and also highlights areas where targets are not being achieved.

10 PERFORMANCE REPORT – EXECUTIVE SUMMARY (Cont)

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that the full Performance Report had received a significant level of scrutiny at Committee and members were aware of areas of challenge.

Discussion took place around some of the data within the report, some of which is provided nationally and is not as up to date as internal information. Work is ongoing to get more timely data and plans are in place to enhance the report to provide information on improvements being made.

Wilma Brown asked if it was possible to see information presented in the form of a Gantt chart which showed a timeline and progress being made.

Nicky advised that the feedback on the report will be shared with Fiona McKay as the Head of Performance to help refine the information presented to the Board in future.

David J Ross asked about a reduction in Care at Home hours during July and August and the reasons for this. Alan advised this could be as a result of several issues as fluctuations in the hours of care provided varied day on day.

There was discussion around some key targets which were missed consistently and whether these needed to be revised. Alan will pick this issue up with Fiona McKay.

The issue of ongoing recruitment, movement off staff within the sector, the risks involved in this and retention of staff were raised. There needs to be an umbrella approach over all sectors to help mitigate risks.

This report was presented to the Board for awareness.

11 PERFORMANCE FRAMEWORK

This report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which is a key part of ensuring the monitoring of performance within the partnership.

The Framework has been updated to reflect the structural changes within SLT and data is being aligned to the new Heads of Service.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed that robust discussions took place and the Committee are keen to see this framework develop.

Ian Dall raised the question of client satisfaction and was assured this will be addressed by the Participation and Engagement team who can gather the views of service users.

11 PERFORMANCE FRAMEWORK (Cont)

Discussion took place around the provision of trend information which would allow data to anticipate future performance and influence work going forward.

This report was presented to the Board for awareness.

12 STATEMENT OF INTENT FOR SUPPORT FOR UNPAID CARERS

Prior to this report being considered Morna Fleming expressed her disappointment that she had not been part of process to develop this Statement of Intent. She had discussed it in detail with the report author prior to this meeting and had no issue with the content. Rosemary Liewald and Audrey Valente apologised for this oversight and assured Morna that processes would be reviewed.

This report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which outlines our intentions and confirms our commitment to enhance the support for unpaid carers across Fife through the development of new support as necessary, and the ongoing investment in the support already in place. Once agreed the statement will form the basis of our future strategy as it is developed over the next year.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David was happy to recommend the report to the Board and highlighted that the committee recognised and valued the considerable contribution from unpaid carers.

Discussion took place around what constituted "support" for unpaid carers (signposting, respite, training, etc), the number of unpaid carers in Fife (circa 35,000) and what the next steps would be.

It was agreed to find out if there was a deadline for submitting the Statement to Scottish Government and once that was known feedback will be given to Morna Fleming on whether the statement would come back to the next IJB meeting (26 November 2021) for final approval or if a special F&P meeting would be convened that Morna could attend.

NC/AA

The Board considered the statement and were broadly content with the statement and endorsed the intent to discuss further once it is known if there is a deadline for submission.

13 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED

The Chair asked Christina Cooper, David Graham, Audrey Valente and Nicky Connor for any items from governance committees / Local Partnership Forum that they wish to escalate to the IJB.

NO	HEADING	ACTION
13	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)	
	Christina Cooper – Clinical & Care Governance Committee (C&CG) – 8 September 2021 (Confirmed)	
	<p>Christina highlighted the excellent Immunisation Framework report and the progress made to date on this. The Committee also commended staff for their work and effort during the ongoing pressures.</p>	
	<p>The Mental Health Strategy paper had been well received.</p>	
	David Graham – Finance & Performance Committees (F&P) – 7 October 2021 (Unconfirmed)	
	<p>David wanted to highlight the pressures within Care at Home, appreciation of the work of the 35,000 unpaid Carers in Fife and concerns about vacancies on Committees, which will be resolved with the addition of 2 new Board members.</p>	
	Audrey Valente – Audit & Risk Committee (A&R) – 15 September 2021 (Unconfirmed)	
	<p>Audrey confirmed that there was nothing to escalate to the IJB from this meeting.</p>	
	Nicky Connor - Local Partnership Forum (LPF) – 22 September 2021 (Unconfirmed)	
	<p>Nicky advised that the Forum continues to meet regularly. Health and Safety, staff absence, whistleblowing and the iMatters survey have been recent topics. Management and Trade Unions continue to promote staff health and wellbeing, with the co-chairs issuing a joint briefing following the September meeting.</p>	
14	AOCB	
	<p>As the Chair had not been advised of any other business to be raised under this item there was nothing to report.</p>	
15	FIFE IJB – WHAT WE HAVE ACHIEVED AND BOARD CHANGES	
	<p>This item has been deferred to the meeting on 26 November 2021.</p>	
16	DATES OF NEXT MEETINGS	
	IJB Meeting – Friday 26 November 2021 at 10.00 am	
	IJB Development Session – Friday 10 December 2021 at 9.30 am	



Fife Health & Social Care Partnership

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MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 26 NOVEMBER 2021 AT 10.00 AM

Present	Christina Cooper (CC) (Chair) Rosemary Liewald (RLi) (Vice-Chair) Fife Council – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Alistair Morris (AM), Arlene Wood (AW) Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Ian Dall (ID), Service User Representative Morna Fleming (MF), Carer 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), Associate Medical Director
Attending	Bryan Davies (B), Head of Primary & Preventative Care Services Rona Laskowski (RLAs), Head of Complex & Critical Care Services Lynne Garvey (LG), Head of Community Care Services Joy Tomlinson (JT), Director of Public Health Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Norma Aitken (NA), Head of Corporate Services Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO HEADING

ACTION

1 CHAIRPERSON'S HANDOVER

Rosemary Liewald welcomed everyone to the meeting and thanked those present for their support over the past three years whilst she has been Chair of the partnership. It has been a privilege to serve as Chair over this time and this has been helped by the commitment and professionalism of our staff who are our most valuable asset. The partnership is on a good footing to continue to improve the lives of Fife residents. Rosemary also thanked Nicky Connor and the Senior Leadership Team and was assured the Board are on the correct path to carry out the vast amount of work to be taken forward. She then handed the meeting over to the new Chair, Christina Cooper.

2 CHAIRPERSON'S WELCOME

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB). She looked forward to working with the Board and partnership staff, finding balanced ways of working and looking forward to the challenges of the new Strategic Plan and the National Care Service.

Members were reminded of the protocol for the meeting which had been circulated previously.

The Chair advised those present that the British Dietetic Association Awards event was held online on 4 November 2021 and Scotland won four awards. Fife's Media Group won the **Social Media Influencer Award**. Congratulations to the whole team.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking.

3 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Chris McKenna, Paul Dundas, Eleanor Haggett, Kenny Murphy, Lynn Barker, Katherine Paramore and Kathy Henwood.

4 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

5 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report.

Nicky began by expressing her thanks to Rosemary Liewald for her support and commitment during her time as Chair and looked forward to working with Christina Cooper as Chair.

Nicky then acknowledged achievements made by the partnership over the last three years which included refreshing the Strategic Plan and Mental Health Strategy, a new Dementia Strategy, Primary Care Improvements, ongoing Care Home Replacements and the introduction of new technology. The Senior Leadership Team has been refreshed with three new Heads of Service and two professional leads being introduced. Considerable work has been undertaken on the governance of the Board as well as improved ways of working with the independent and voluntary sectors. Fife was recently commended following an Adult Support and Protection Inspection. Work continues to balance needs between hospital discharge and care at home provision.

There will be an opportunity for Board members to meet Jane Brown, Principal Social Work Officer and Roy Lawrence, Principal Lead Organisation Development and Culture at the upcoming Development Session on Friday 10 December 2021.

An update on covid and remobilisation had been circulated to Board members prior to the IJB meeting.

5 CHIEF OFFICERS REPORT (Cont)

Nicky Connor handed over to Janette Owens who provided an update on the current situation which is an improving one. It has been possible to free up some bed capacity within Victoria Hospital and Community Hospitals, which should help support demand. Vaccine uptake in Fife is high. . Work continues on the new Elective Orthopaedic Centre and Fife Health Charity have provided funds to enhance the environment within the Centre for patients and staff.

Staffing remains challenging with significant vacancies. Interviews are being held in the coming weeks for non-registered workers on Band 2/3 posts. Band 4 posts are being introduced in the near future.

Discussion took place around staffing issues and maintaining safe staffing which is critical. This is being constantly assessed and monitored via the Gold and Silver command structure and Safety Huddles. Seven-day working should support the discharge of patients over the weekend, which in turn will create more capacity. Recruitment continues locally, nationally and internationally to increase staff numbers.

Currently nursing staff vacancies are sitting at approx 8% when it would normally sit around 6%. Updates are provided regularly to the NHS Fife Staff Governance Committee.

At the IJB Development Session on Friday 10 December 2021 there will be an update on Workforce Planning as this Strategy is being refreshed.

The Chair thanked Nicky and Janette for their updates and was assured that work was continuing to ensure patient safety was paramount and workforce issues were being addressed.

6 MINUTES OF PREVIOUS MEETING 22 OCTOBER 2021

The Minute of the meeting held on Friday 22 October 2021 was approved.

7 MATTERS ARISING – ACTION NOTE 22 OCTOBER 2021

The Action Note from the meeting held on 22 October 2021 was approved.

8 FIFE INTEGRATION JOINT BOARD 2020/2021 ANNUAL AUDIT REPORT

This report was discussed at the Audit & Risk (A&R) Committee on Friday 19 November 2021. The Chair introduced Audrey Valente who presented the report. The draft Accounts were presented to the A&R Committee in July 2021 and these had been reviewed by Tim Bridle, Audit Scotland. The Board was being asked to approve the accounts for signature.

Brian Howarth from Audit Scotland advised that there had been adjustments to the accounts since the A&R Committee in July 2021 and this had resulted in the issues of a clean audit certificate. Brian commented on the achievement of a surplus, due to Covid-19 and

NO HEADING**ACTION****8 FIFE INTEGRATION JOINT BOARD 2020/2021 ANNUAL AUDIT REPORT (Cont)**

continuing overspend pressures this year. Good progress has been made on governance, Best Value and Transformation. If the Board approved the accounts, they would be signed off via electronic signature later in the day.

Discussion took place around the wording of one section of the accounts and it was agreed to make a change prior to the accounts being signed off.

AV

The Chair then invited Dave Dempsey, Chair of A&R to comment on discussions at the Committee. Dave had no issues to raise and advised that the Committee were content that the Board sign off the Accounts as presented.

Arlene Wood raised the issue of recommendations from 2019-2020 report and how these were being dealt with. Audrey advised that going forward the revised SLT Business and Assurance meetings would consider audit actions in detail on a quarterly basis. Several of the outstanding actions require to wait until the Integration Scheme has been signed off by Scottish Government before they can be actioned.

Audrey advised that the Medium-Term Financial Strategy is being refreshed and will reflect inflationary pressures, Covid-19 funding, financial planning, the potential budget gap for the next three years and the requirement for further savings. This will be brought back to the Board in due course.

The Board agreed to approve the annual accounts for signature once the revision to wording had been done.

9 FINANCE UPDATE

This report was discussed at the Finance & Performance (F&P) Committee on Wednesday 10 November 2021. The Chair introduced Audrey Valente who presented this report, which detailed the financial position based on 30 September 2021 financial information. The forecast deficit is £4.179m and it is expected that the costs of Covid-19 will be met in full through the use of Reserves and further Scottish Government funding. It has been confirmed that Scottish Government will provide support to IJBs to deliver break even on a non-repayable basis, providing there is appropriate review and control in place.

Covid-19 spend to date is £12.596m and is projected to be £32.476 by year end. Reserves of £15m will be used in the first instance to offset these costs.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed that F&P members had scrutinised the report and had no issues to raise.

9 FINANCE UPDATE (Cont)

Discussion took place around potential uses of uncommitted reserves and Audrey advised there was an element of flexibility to use these to help with longer term financial sustainability.

The Board examined and considered the key actions/next steps, approved the financial monitoring position as at September 2021 and approved the use of Reserves as at September 2021.

10 FINANCIAL RECOVERY PLAN

This report was discussed at the Finance & Performance (F&P) Committee on Wednesday 10 November 2021. The Chair introduced Audrey Valente who presented this report. The report updated on current progress on recovery actions in the medium and longer term. The Medium-Term Financial Strategy would be an important part of this work. This will be brought back to the Board in due course.

Four main areas of spending are under review:-

- Review and refine costs to ensure expenditure is coded correctly to Covid.
- Reduce in-year non-essential spend.
- Impact on core services of Scottish Government additional funding.
- Improved projected outturn position.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed this had been discussed in length at F&P and there were no issues the Committee wished to raise.

Tim Brett asked about how the partnership would use their share of the £300m Scottish Government funding. Audrey advised that the funding letter had been clear that this funding was to be used to cover winter 2021-2022. SLT are working on detailed proposals for this funding.

The Board charged the Director of H&SC and Senior Officers to bring budgets back in line in-year as reasonably possible, discussed and agreed the actions to control costs as outlined in the Recovery Plan for 2021-22 and agreed to continue to focus on implementing effective financial management and good governance in to deliver a balanced budget moving forward. A Direction will be issued to NHS Fife and Fife Council on that basis.

11 FIFE HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT

This report was discussed at both the Finance & Performance (F&P) Committee on 10 November 2021 and the Clinical & Care Governance (C&GC) Committee on 12 November 2021 both of whom accepted the

NO HEADING**ACTION****11 FIFE HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT (Cont)**

recommendations within the report and acknowledged the significant work undertaken within the partnership.. The Chair introduced Fiona McKay who presented this report.

Fiona McKay thanked Morna Fleming who had proofread the document.

Fiona McKay advised that the content of the report was as a result of Scottish Government guidance and once approved by the IJB the Annual Performance Report would be submitted to Scottish Government. It would then be published on the partnership website.

The Chair then invited Tim Brett, Chair of C&CG and David Graham, Chair of F&P to comment on discussions at these Committees before questions from Board Members.

Tim Brett congratulated Fiona McKay and her team for the sheer volume of work which had gone into producing what is the best Annual Performance Report to date.

David Graham advised that F&P discussed the report at length and agreed the last 18 months had been challenging and the committee were grateful for the work undertaken by partnership staff.

Discussion took place around The Wells, which had unfortunately been closed for most of the pandemic. The Well in Kirkcaldy has now opened in the Mercat Shopping Centre. . The Fife Council Contact Centre can now refer people virtually to Wells as part of a joint project.

It was agreed that the report provided a good insight into the scope and range of services offered by the partnership. Some sections of the final report were light on detail and this will be looked at for future reports.

FM

During 2022 the Annual Performance Report will have to be finalised by the end of June (rather than November) and will be brought to a Development Session for further discussion.

The Chair advised that this was an excellent, well-balanced report which highlights partnership working in all sectors. The Board approved the report.

12 DELAYS, WINTER AND COMMUNITY CARE

This report was discussed at both the Finance & Performance (F&P) Committee on 10 November 2021 and the Clinical & Care Governance (C&GC) Committee on 12 November 2021, both of whom endorsed the proposals and plan. The Chair introduced Lynne Garvey who presented this report which was seeking IJB support on the actions which were proposed as part of the winter planning arrangements.

Scottish Government recently approved £300m of funding for Local Authorities and Health Boards to allow them to put in place robust winter planning arrangements. For Fife the key areas will be Care at Home, Interim Care, Multi-Disciplinary Teams and Adult Social Care Winter

12 DELAYS, WINTER AND COMMUNITY CARE (Cont)

Preparedness. The report outlined the challenges, the investment required and the improvement trajectory.

The Board discussed aspects of the report including Care at Home, STAR beds, the creation of a peripatetic team to help cover staff shortages and investment in technology enabled care. Investment is being made in multi-disciplinary teams to support GP and Dental practices. With investment comes potential risk, both financial can reputational, but these are being mitigated where possible.

The Chair then invited Tim Brett, Chair of C&CG and David Graham, Chair of F&P to comment on discussions at these Committees before questions from Board Members.

Tim Brett advised C&CG welcomed the additional funding but had raised concerns around recruitment challenges. They agreed with all proposed uses of the funding.

David Graham was unable to comment as he was not in the meeting at this point.

It was agreed that the report was detailed and thorough. Recruitment challenges, particularly with external providers, had been highlighted in local media and this was being addressed in a variety of ways. Recent internal recruitment had led to a growth in staff numbers in Care at Home with 55 new recruits and 40 leavers in the last month or two. Absence has reduced slightly during this period.

Discussion took place around staffing of surge beds, which have been opened to cope with winter pressures. Substantive recruitment to cover surge beds is in the pipeline.

Work is ongoing with 45 foundation apprenticeships being undertaken by 5th and 6th year pupils and another 40 pupils are currently doing their second year. There are 44 Modern Apprentices employed by the partnership. Twelve-week work placements are being offered to people aged 16-24 to encourage them to take up care as a career.

The Board had been asked to examine and consider the report.

13 PRIMARY CARE IMPROVEMENT PLAN MOU2 UPDATE

This report was discussed at the Clinical & Care Governance Committee on 12 November 2021. The Chair introduced Bryan Davies who presented this report which was brought to the IJB to update on the risks associated with the 2018 GMS Contract Implementation Memorandum of Understanding 2 (MOU2) published on 30 July 2021.

The report updated on progress against various workstreams, pharmacotherapy, workforce challenges, financial aspects of the plan and transitional arrangements. A further report will be brought to the Finance & Performance Committee on 14 January 2022.

The Chair then invited Tim Brett, Chair of C&CG to comment on discussions at the Committee before questions from Board Members. The

13 PRIMARY CARE IMPROVEMENT PLAN MOU2 UPDATE(Cont)

Committee agreed it was important that the public understood the proposed changes.

It was agreed that the two key themes going forward would be recruitment challenges and good communications. It was important to ensure that the public are kept up to date with changes in service provision as these happen.

The Board considered and discussed the implications of this report and the following recommendations:-

- Assurance is sought from the finance meeting with Scottish Government. Once this is obtained, it is recommended that the required posts in order to deliver CTAC and YTP and pharmacotherapy be recruited to on a permanent basis.
- PCIF funding reserves should be utilised in order to implement MOU2 Phase 2 for the next two years.
- The financial consequences and associated risks from full PCIP implementation be further explored with partners once transitional payment details are received.

Further update reports will be provided in future.

14 STATEMENT OF INTENT FOR SUPPORT FOR UNPAID CARERS

This Statement was previously discussed at the Integration Joint Board meeting on Friday 22 October 2021. The Chair introduced Fiona McKay who presented this item which has now been discussed fully with the Carers Strategy Group. Going forward this statement will be monitored and managed.

The Board considered the statement and endorsed the intent outlined therein.

15 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED

Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum to raise issues that they wished to escalate to the IJB.

Tim Brett – Clinical & Care Governance Committee (C&CG) – 1 October 2021 (Confirmed)

Items from this minute had been dealt with at the IJB meeting on 22 October 2021.

David Graham – Finance & Performance Committees (F&P) – 10 November 2021 (Unconfirmed)

No items to escalate from this meeting.

NO HEADING

ACTION

15 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)

Dave Dempsey – Audit & Risk Committee (A&R) – 19 November 2021 (Verbal Update)

No items to escalate from this meeting.

Nicky Connor - Local Partnership Forum (LPF) – 3 November 2021 (Unconfirmed)

Nicky highlighted the excellent response rate to the NHS iMatter survey – the partnership had a 61% response rate, the highest ever. This has been discussed at SLT, ELT and the LPF. Teams are now preparing Action Plans based on the returns.

16 AOCB

As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, the meeting was closed by providing the dates of the next meetings.

17 DATES OF NEXT MEETINGS

IJB Development Session – Friday 10 December 2020 at 9.30 am

IJB Meeting – Friday 28 January 2022 at 10.00 am

IJB Development Session – Friday 25 February 2022 at 9.30 am



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 28 JANUARY 2022 AT 10.00 AM

- Present** Christina Cooper (CC) (Chair)
 Rosemary Liewald (RLi) (Vice-Chair)
 Fife Council –Tim Brett (TB), Dave Dempsey (DD), Jan Wincott (JW)
 NHS Fife Board Members (Non-Executive) – Martin Black (MB),
 Sinead Braiden (SB), Alistair Morris (AM), Arlene Wood (AW)
 Chris McKenna, NHS Fife Board Member (Executive Director) Medical Director NHS Fife
 Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife
 Wilma Brown (WB), Employee Director, NHS Fife
 Amanda Wong (AW), Associate Director, AHP’s, NHS Fife
 Ian Dall (ID), Service User Representative
 Morna Fleming (MF), Carer Representative
 Simon Fevre (SF), Staff Representative, NHS Fife
 Debbie Thompson (DT), Joint Trades Union Secretary
- Professional Advisers** Nicky Connor (NC), Director of Health and Social Care/Chief Officer
 Audrey Valente (AV), Chief Finance Officer
 Helen Hellewell (HH), Associate Medical Director
- Attending** Bryan Davies (B), Head of Primary & Preventative Care Services
 Rona Laskowski (RLas), Head of Complex & Critical Care Services
 Lynn Barker (LB), Associate Director of Nursing
 Lynne Garvey (LG), Head of Community Care Services
 Jane Brown (JB), Principal Social Work Officer
 Joy Tomlinson (JT), Director of Public Health
 Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning
 Scott Garden (SG), Director of Pharmacy
 Norma Aitken (NA), Head of Corporate Services
 Kenny Murphy, Third Sector Representative
 Katherine Paramore, Medical Representative
 Hazel Williamson (HW), HSCP Communications Officer
 Lindsay Thompson (LT), Head of Legal & Democratic Services
 Paul Dundas (PD), Independent Sector Representative
 Avril Sweeney (AS), HSCP Risk Compliance Manager
 Elizabeth Butters (EB), Co-ordinator, Fife Alcohol and Drug Partnership
 Carol Notman (CN), Personal Assistant (Minute)

NO	TITLE	ACTION
1	<p>CHAIRPERSON’S WELCOME / OPENING REMARKS</p> <p>The chair welcomed everyone to the first Integration Joint Board of 2022 and wished to take this opportunity, to thank Scot Garden for all his contributions over the years and wish him all the best in his new role within NHS Lothian.</p>	

NO	TITLE	ACTION
2	<p>CONFIRMATION OF ATTENDANCE / APOLOGIES</p> <p>Apologies had been received from David Alexander, David Graham, David J Ross and Fiona Grant.</p>	
3	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest.</p>	
4	<p>CHIEF OFFICERS REPORT</p> <p>Nicky Connor advised that the services continue to face increased pressures relating to winter and the ongoing pandemic and wished to thank the staff for their significant efforts to support the service and the people of Fife. Nicky advised that the Bronze and Silver Command Structure remained in place to support the daily management for the whole Partnership.</p> <p>Chris McKenna advised that the last 8 weeks had been exceptionally complex in response to the delivery of both health and social care. Dr McKenna advised that the Vaccination Programme Roll Out had been an overwhelming success for the whole of Fife which has helped the anticipated wave not to be as serious as initially predicted. Nicky Connor agreed noting that the "Boosted by the Bells" Campaign had been very successful exceeding the 80% target population in Fife receiving their booster by Christmas Eve.</p> <p>Janette Owens advised the impact of ongoing vacancies and the additional surge beds has impacted across all staff groups. Janette advised that the international recruitment drive had been successful with the first of the international nurses commencing their employment with NHS Fife in February 2022 with more anticipated to arrive in the next four to five months. Janette noted in addition to the international recruitment there has been additional funding received for 68 healthcare support workers and 60 of these positions have already been recruited to.</p> <p>Janette was please to advise that the 'essential visiting' restrictions will be eased this week and patients will be able to receive one visitor a day unless there is a covid outbreak within the ward area.</p> <p>Joy Tomlinson wished to take this opportunity to note the efforts and responsiveness of the whole population of Fife in all aspects of protecting oneself and others from the pandemic, whether it be being boosted to wearing masks and social distancing, which has made a significant impact.</p> <p>Tim Brett noted that NHS England had made it mandatory for staff to be vaccinated and asked whether staff within the Partnership who are not vaccinated would be restricted in where they could work. Nicky Connor advised that this approach will not be mandated and that there were mechanisms in place to maintain the safety of both staff and patients. Wilma Brown confirmed that a risk assessment has been in place for staff since the start of the pandemic.</p> <p>The Chair thanked Nicky, Chris and Janette for their updates and was assured that work was continuing to ensure staff and patient safety was paramount.</p>	

5	<p>MINUTES OF PREVIOUS MEETING 26 NOVEMBER 2021</p> <p>Tim Brett wished to clarify under Section 12 whether it was START or STAR beds that was being discussed. Nicky Connor confirmed that it would be the community-based service STAR Beds.</p> <p>Arlene Wood queried with regards Section 8 there had been discussion at the Audit & Risk Committee around the outstanding recommendations from the 2020 Annual Audit and asked if this will be reported back to this Committee. Norma Aitken confirmed that a high-level mid-year report will be brought to provide assurance that actions are being closed off.</p> <p>All agreed that the minutes were an accurate reflection of the meeting.</p>	AV
6	<p>MATTERS ARISING – ACTION NOTE</p> <p>The Action Note from the meeting held on 26 November 2021 was approved.</p>	
7	<p>FINANCE UPDATE</p> <p>The Chair advised that this report was discussed at the Finance & Performance (F&P) Committee on Friday 14 January 2021 and introduced Audrey Valente who presented the report.</p> <p>Audrey Valente noted that the report presents the projected outcome position at November 2021. She confirmed that the delegated services are projecting a surplus of £0.566m which is a movement of £5M from the previously projected figure in September. This is due to the recovery actions which was presented at the last committee meeting, the continued refinement of the costs associated to covid, the ongoing vacancies across community services and the late notification of funding to cover the increase to the living wage.</p> <p>Tim Brett wished to confirm if funding received at the end of the financial year that is not fully spent is able to be carried forward. Audrey confirmed that Health & Social Care Partnerships are a Section 106 Governing Body and can carry funds forward with the Council undertaking this on the Partnership's behalf.</p> <p>Tim Brett queried when the governance committees had previously discussed winter activity there had been concern that there would not be enough finances to cover the extra activities. Audrey Valente advised that the funding received late 2021 the majority was earmarked for additional staff and any underspend associated with this will be carried forward into next financial year.</p> <p>Ian Dall noted that the number of staff vacancies must be having an impact on the services being delivered and was pleased to note that further analysis on this issue will be provided. Audrey Valente advised that there had been robust discussion at the Finance & Performance Committee and that a multi-disciplinary approach is required to understand the number and length of vacancies, their impact to the whole service and confirmed that the report once completed will come to the IJB through the escalation route.</p> <p>Alastair Morris advised that Fife H&SCP were in the fortunate position of having substantial reserves and was keen to have these carried forward to the next financial year which he anticipated will be challenging as he did not think that funding received will be as it has been over the pandemic. He queried whether a fresh approach was required going forward as there had always been assumption that vacancies would be recruited to and history shows that this is not always the case. Alastair queried whether there were plans to align the</p>	

NO	TITLE	ACTION
7	<p>FINANCE UPDATE (CONT)</p> <p>budget so that it is more realistic to the current situation. Audrey Valente confirmed that funding is able to be carried forward therefore the service could take time to ensure that the budget is spent wisely. She also confirmed that the Senior Leadership Team were looking to flex budgets to ensure that the funding is where the service priorities are.</p> <p>The Chair thanked Audrey Valente for the detailed report and confirmed that the Board were happy to approve the monitoring position.</p>	
8	<p>PERFORMANCE REPORT – EXECUTIVE SUMMARY</p> <p>The Chair advised that this report was discussed at the Finance & Performance (F&P) Committee on Friday 14 January 2021 and introduced Fiona McKay who presented the report.</p> <p>Fiona McKay advised report is a summary of the information which was discussed in full at the F&P Committee. The report highlights the areas are continuing to see significant pressures due to staffing challenges and care home closures.</p> <p>Tim Brett noted that he did not feel that the recommendation ‘for awareness’ was correct and felt going forward this should be reviewed. It was agreed that report should be for assurance and the board was asked to consider it in that context.</p> <p>Tim Brett queried the 6 high level indicators (pg 37) and asked if Indicator No. 3 regarding developing plan to implement Out of Hours Review had been completed. Fiona McKay advised that the high-level indicators had been set at national level and was part of the work that the Scottish Government had asked Boards to look at and due to pandemic the review may not be concluded. Fiona noted that as we come out of the pandemic the Strategic Group will be required to set new indicators.</p> <p>Paul Dundas wished provide assurance that the Fife Care at Home Collaborative is proving to be successful but is still within an early period of development, having been established from mid-November 2021. Fiona McKay wished to thank Paul for the significant effort there has been to implement the programme.</p> <p>Ian Dall queried the performance of the flagship projects, noting prior to the pandemic the performance had been going the wrong way and as services are remobilising following the pandemic if they do not prepare carefully and improve performance there is still going to be bottlenecks and numbers above the projected targets. Fiona McKay advised as services resume after covid there is a risk of the unknown and the unmet need is significant and advised that she was confident that there is a strategic plan in place and confirmed that any investment will be spent wisely to ensure best value for money.</p> <p>The Chair thanked all for the fruitful discussions and confirmed that the Board was aware of the report and the assurance being provided.</p>	

NO	TITLE	ACTION
9	<p>STRATEGIC RISK REGISTER REVIEW</p> <p>The Chair advised that this report had been discussed at the Audit and Risk (A&R) Committee on Thursday 13 January 2021 and introduced Audrey Valente who presented the report.</p> <p>Audrey Valente advised that work has been ongoing to review the risk register ensuring that the risks recorded within the IJB Risk Register were strategic risks with the operational risks being logged with the appropriate partnering body. Audrey advised that the document had been discussed and well-received at the A&R Committee.</p> <p>Audrey advised that the format of the revised register may still evolve and requested any feedback to be forwarded to her.</p> <p>The Chair confirmed that all were happy that the risk register discussions and that feedback would be individually forwarded on and confirmed that the Board approved the revised risk register and noted the ongoing development.</p>	
10	<p>FIFE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2020/21 AND DRUG RELATED DEATH ANNUAL REPORT 2020</p> <p>The Chair advised that this report had been discussed at the Clinical & Care Governance (CC&G) Committee on 7 January 2022 and introduced Fiona McKay who presented the report.</p> <p>Fiona McKay advised that this annual report is a requirement of the Scottish Government. She noted that the drug related report which was also attached highlights the areas which the Government is focussing on.</p> <p>Tim Brett confirmed that there had been engaged discussion and was pleased to note that ADP will be discussed in more detail at a future development session. He wished to thank Fiona McKay, Elizabeth Butters and the ADP Support Team for their efforts noting that it is difficult to identify which of the various initiatives is making the most significant changes but advised that the team is striving to provide this information.</p> <p>Arlene Wood queried the narrative regarding the drug related deaths and asked if there was any specific initiative going forward to meet this unmet need. Fiona McKay advised that there is a Service Level Agreement in place for the third Sector Organisations who work closely with the ADP Team and their performance is monitored on a regular basis. She advised that a gaps analysis was completed by Fife Council colleagues which highlighted areas requiring investment. Elizabeth Butters advised in addition the service is now complying fully with the Medical Assistant Treatment Standards and there has been investment in the retention service to allow team members to follow up people if they have not been attending services as expected. There has also been increased provision in pharmacy interaction where people can access needles in a safe environment.</p> <p>Ian Dall noted that there has been an increase in the THN programme and queried whether this had helped in preventing deaths. Elizabeth advised that the service call review the refills that have been requested but is only able to follow up when it has been administered by a professional. Scott Garden confirmed that the use of the drug naloxone has increased and that there has been a robust multi-disciplinary review group reviewing and ensuring user and household contacts are confident to administer the drug.</p>	

NO	TITLE	ACTION
10	<p>FIFE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2020/21 AND DRUG RELATED DEATH ANNUAL REPORT 2020 (CONT)</p> <p>Chris McKenna requested that the information around hospital service and intervention is included in future reports going forward.</p> <p>The Chair asked that future reports include a summary to allow for an easier read. Fiona McKay agreed that a summary report would be beneficial.</p> <p>The Chair thanked both Fiona McKay and Elizabeth Butters for their report and confirmed that the Board approved the recommendations outlined in the report.</p>	
11	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED</p> <p>Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum for feedback from the committee's and if they had any items to escalate to the IJB.</p> <p>Tim Brett - Clinical & Care Governance – 12 December 2021 (Confirmed)</p> <p>Tim Brett confirmed that the items from this minute had been dealt with at the IJB meeting in December 2021.</p> <p>Arlene Wood queried the narrative that highlights random variations across falls and pressure ulcers (pg 144). Nicky Connor asked the authors of the Quality Report to review and to arrange a meeting to discuss LB/HH to organise discussion with TB/AW</p> <p>David Graham - Finance & Performance Committee - 14 January 2022 (Unconfirmed)</p> <p>In the absence of the Chair of the F&P Committee, Nicky Connor confirmed that there were no issues for escalation</p> <p>Dave Dempsey - Audit & Risk Committee – 13 January 2022 (Unconfirmed)</p> <p>Dave Dempsey confirmed no items for escalation</p> <p>Simon Fevre - Local Partnership Forum – 14 December 2021 (Confirmed)</p> <p>Simon Fevre advised that there had been a further meeting of the Local Partnership Forum on 19 January 2022 and at this meeting the committee wished to raise the difficulties that services are facing balancing staff wellbeing and patient safety with the ongoing challenging situation with many staff still being redeployed.</p>	LB/HH
12	<p>AOCB</p> <p>No items were raised under AOCB.</p>	
13	<p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION - FRIDAY 25 FEBRUARY 2022 – 9.30 am</p> <p>IJB BOARD MEETING – FRIDAY 25 MARCH 2022 – 10.00 am</p>	



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 25 MARCH 2022 AT 10.00 AM

- Present** Christina Cooper (CC) (Chair)
Rosemary Liewald (RLi) (Vice-Chair)
Fife Council – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW)
NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB)
Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife
Wilma Brown (WB), Employee Director, NHS Fife
Amanda Wong (AW), Associate Director, AHP’s, NHS Fife
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), Associate Medical Director
- Attending** Bryan Davies (BD), Head of Primary & Preventative Care Services
Rona Laskowski (RLAs), Head of Complex & Critical Care Services
Lynne Garvey (LG), Head of Community Care Services
Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning
Katie Caldwell (KC), Community Staff Nurse (Observer)
Norma Aitken (NA), Head of Corporate Services
Hazel Williamson (HW), Communications Officer
Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO TITLE ACTION

1 CHAIRPERSON’S WELCOME / OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB) including Katie Caldwell, who is a Community Staff Nurse observing the meeting as part of a shadowing opportunity. The Chair then advised that Ben Hannan has recently taken over as Director of Pharmacy and Medicines, replacing Scott Garden who has moved to NHS Lothian. Fiona Forrest has replaced Ben as Interim Deputy Director of Pharmacy and Medicines.

Civic Recognition Award for the Covid Testing Team

Fife’s Covid testing staff have been recognised for their ‘incredible’ efforts during the pandemic at the recent Fife Civic Recognition Awards. The local Covid testing team in the Kingdom has been working throughout the pandemic to test those with symptoms and help reduce the spread of the virus. The team were

NO TITLE**ACTION**

recognised in Exceptional Team (Public Sector) category for their incredible work to support fellow Fifiers during the pandemic lockdown and beyond.

Balgonie Ward Staff at Cameron Hospital were recently gifted a star for the amazing work they do. An appreciative family acknowledged their appreciation for all the care and support received. The Balgonie Ward Team star is part of Camelopardalis and the definition in the Collins Dictionary is – a constellation between Ursa Major and Cassiopeia: the giraffe. Staff were delighted with the gift.

The Chair advised members that a recording pen is in use at the meeting to assist with Minute taking and the media have been invited to listen in to the proceedings.

2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Chris McKenna, Arlene Wood, Alistair Morris, Ian Dall, Joy Tomlinson and Katherine Paramore.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report.

Nicky advised that a Covid-19 and Remobilisation Briefing had been circulated to IJB members prior to the meeting and this contained key contacts for IJB members who wish to discuss items in more detail.

Nicky advised that this remains a challenging time for the Partnership with covid still having an impact across the whole health and social care system. We continue to manage these challenges daily. The recent rise in Covid 19 cases in Fife is impacting on staff, the wider population and service demands. We are working towards remobilising services, however this has to be when this is safe to do so and is monitored on a daily basis, using the OPEL tool which was demonstrated to IJB and Local Partnership Forum (LPF) members recently.. We continue to report into the command structure that is in place connecting with both NHS Fife and Fife Council Executive Teams.

The flow of people from hospital to a home or homely setting continues to be a significant priority and there have been impacts on services due to care home closures, staff self-isolating and absence and it remains a priority to ensure those leaving hospital return home or a homely setting as soon as it is safe to do so.

Nicky extended her sincere thanks to all staff working across all sectors of Health and Social Care in Fife for their ongoing support and commitment to delivery of health, social work and social care to the people of Fife. This has often meant working in different roles to support critical services and this is greatly valued.

The partnership has received notification that there will be a joint Inspection by Healthcare Improvement Scotland and the Care Inspectorate as part of their

NO TITLE**ACTION**

planned approach for the next phase of joint inspections across Scotland. The focus will be on *“How effectively is the partnership working together, strategically, and operationally, to deliver seamless services that achieve good health and wellbeing outcomes for adults?”* Discussions are ongoing regarding when this inspection will commence and the full scope of the inspection and the Board will be updated as more information is received.

Janette Owens then updated on behalf of herself and Chris McKenna and advised that there is currently significant pressure on all areas of the NHS and partnership. Wednesday 23 March 2022 was a Day of Reflection, two years on from the first lockdown, with videos being shared on the staff website. Close collaborative working across the whole system is evident. There was a visit recently by the Chief Nurse for Scotland who visited various areas, including the Care Home Hub and Wards at Queen Margaret Hospital, Dunfermline.

5 MINUTES OF PREVIOUS MEETING 28 JANUARY 2022

Paul Dundas had asked for a small amendment to Item 8, paragraph 5. This had been done prior to the meeting and the updated draft Minute had been recirculated.

Tim Brett requested two minor changes, which will be made following the meeting. Once these are done, the Minute from the meeting held on 28 January 2022 will be approved as an accurate record.

6 MATTERS ARISING – ACTION NOTE

The Action Note from the meeting held on 28 January 2022 was approved as accurate.

7 FINANCE UPDATE

This report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Audrey Valente who presented this report.

The report outlined the financial position of the delegated and managed services based on 31 December 2021 (for Fife Council) and 31 January 2022 (for NHS Fife) was a surplus of £0.573m. Scottish Government have provided further funding to NHS Boards and IJBs in relation to Covid-19, Fife’s share of this is £43m. There is a need to continue with our transformation plans at pace.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David assured members that areas such as staffing vacancies within the Partnership are closely scrutinised at F&P meetings.

Dave Dempsey enquired about unallocated budgets and whether these are now fully allocated. Audrey advised that funds will be fully committed but not drawn down until required. Rona Laskowski advised that Mental Health has received a significant range of funding in recent months, all with explicit criteria on how they are to be used. Plans are ongoing to recruit additional staff and funding for this will not be committed until people are in post. Funding will be held in Reserves and carried forward into the next financial year

7 FINANCE UPDATE (Cont)

Tim Brett asked about winter funding and how this is being managed. Audrey advised that it has been difficult to separate specific winter and Covid-19 monies but these are all reflected in the current monitoring position.

Martin Black asked whether carrying forward funds would preclude the partnership accessing further monies next year. Audrey advised that funds carried forward would be used before any further requests were made to Scottish Government for further funding.

Discussion took place around Covid-19 funding and whether this would continue given that restrictions are being lifted. It is expected that this will become part of our business as usual activity going forward into Years 2 and 3 and could form part of any future budget gap.

Sinead Braiden asked about vacancies particularly in Children's Services. Nicky advised that the Senior Leadership Team (SLT) have taken decisions regarding including increasing the number of Health Visitor placements over the next few years as one way to ensure safe staffing. Recruitment is a priority and is reported to SLT regularly.

The Board examined and considered the key actions/next steps, approved the financial monitoring position as at January 2022 and approved the commitments against reserves as at January 2022.

8 REVENUE BUDGET 2022-2023

This report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Audrey Valente who presented this report.

Audrey Valente updated on the Revenue Budget 2022-23 as well as the budget gap and medium-term position to March 2025. Budget for next year is balanced with an expected £4m gap in year 2 and a £7m gap in year 3. These are high level estimates which take account of expected recurring funds and new cost pressures which will be refined going forward. During 2022 the Medium-Term Financial Strategy will be aligned to the refreshed Strategic Plan. There is recognition that most of the savings agreed in the 2020-21 and 2021-22 budgets must be delivered to ensure a balanced budget.

Recruitment will commence shortly to allow the transformation programme to progress.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that the budget paper received a high level of scrutiny from F&P members and there is a high level of confidence in this paper.

Discussion took place around the report including the Primary Care Improvement Plan and a request for a paper/discussion at a future Development Session on Set Aside. Nicky agreed that this should happen given the impact on transformation and whole system working.

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8 REVENUE BUDGET 2022-2023 (Cont)

Tim Brett asked about the ongoing transformation work which is a key piece of work. Audrey advised that a paper was taken to a recent F&P Committee and an updated paper would be brought to a future IJB meeting.

Discussion took place around the impact of the budget on the 3rd and Voluntary Sectors. Fiona McKay advised that a paper has been taken to F&P on grants and awards and this was approved. There is no negative impact on these budgets.

The Board discussed and approved the budget proposed in Appendix 1, agreed that the medium-term financial strategy is deferred, updated and aligned in conjunction with the Strategic Plan and instructed the Chief Officer to progress the recruitment plans and approve reserves are utilised to progress these plans with a Direction to both partner organisations.

9 PERFORMANCE REPORT – EXECUTIVE SUMMARY

The full Performance Report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Fiona McKay who presented this report.

Fiona advised that this report highlighted areas of significant challenge within the partnership. Progress is being made on assessment beds and the interim bed model. The Performance Report is being reviewed and some areas may be added in future reports.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that the committee received the very detailed, full report at their recently meeting and it continues to look at the report in depth. If the committee had concerns these would be raised with the Senior Leadership Team who would seek to address issues.

Discussion took place around the report, the Board's oversight of performance and the improving position with delayed discharges. SLT continue to focus on improving and sustaining services.

This report was presented to the Board for awareness.

10 CODE OF CONDUCT FOR MEMBERS OF FIFE INTEGRATION JOINT BOARD

This report had been discussed at the Audit & Risk (A&R) Committee on Wednesday 9 March 2022. The Chair then introduced Norma Aitken who advised that Scottish Government approved the Model Code of Conduct in December 2021 and all Public Bodies are required to sign up to this. If approved then a copy would be sent to IJB members.

The Chair then invited Dave Dempsey, Chair of A&R to comment on discussions at the Committee before questions from Board Members. Dave advised that A&R were happy to recommend the Code of Conduct to IJB members for their approval.

The Board approved the adoption of this version of the Model Code of Conduct and associated Guidance.

11 APPROVED INTEGRATION SCHEME

The Chair introduced Nicky Connor who presented this report which has been discussed at various meetings throughout the review process.

Nicky advised that the reviewed Integration Scheme has been approved by Scottish Government and would continue to form the framework for how we work with Fife Council and NHS Fife. There are minimal changes to the original Integration Scheme.

The next step will be to revise our governance structures to discharge our responsibilities and reduce duplication. It is proposed to hold a special IJB meeting on Friday 25 April 2022 to bring forward details of the new governance structure and proposed Terms of Reference for the refreshed government committees, with a view to these being implemented following the Local Government Elections in May 2022.

The Board were assured the Integration Scheme for Fife Health and Social Care Partnership has been formally signed off by Scottish Ministers to support the integration of Health and Social Care in Fife.

12 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED

Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum for feedback from the committee's and if they had any items to escalate to the IJB.

Tim Brett - Clinical & Care Governance (C&CG) Committee – Confirmed Minute from 7 January 2022

Tim advised there was nothing to escalate from this meeting to the IJB. There had been a full discussion of the Alcohol and Drug Partnership Annual Report. A further meeting of C&CG had taken place on 4 March 2022.

David Graham - Finance & Performance (F&P) Committee - Confirmed Minute from 14 January 2022 / Verbal Update from 11 March 2022

David had nothing to escalate from either F&P meeting.

Dave Dempsey - Audit & Risk (A&R) Committee – Confirmed Minute from 13 January 2022 / Unconfirmed Minute from 9 March 2022

Dave advised he had nothing to escalate from either A&R meeting. Discussion had taken place on various risk related matters and there had been a good level of engagement.

Nicky Connor - Local Partnership Forum (LPF) – Confirmed Minute from 19 January 2022 / Confirmed Minute from 15 February 2022

Nicky advised that monthly (rather than bi-monthly) LPF meetings are currently being held given the current pressures. Winter, Covid-19, workforce, health & safety and communications and engagement continue to be priorities.

Discussion took place around staffing concerns, communication with redeployed staff, continued recruitment issues and the workforce strategy.

There was nothing to escalate from either meeting.

NO	TITLE	ACTION
13	AOCB	
	As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, the meeting was closed by updating on the dates of the next meetings.	
14	DATES OF NEXT MEETINGS	
	INTEGRATION JOINT BOARD – FRIDAY 22 APRIL 2022 – 10.00 am	