

# FIFE COUNCIL OF 12 DECEMBER 2024

## 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).

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

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

**25 September 2024**

**2.00 pm – 4.20 pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Alistair Bain, John Beare, James Calder, Ian Cameron, Dave Dempsey, Derek Glen, James Leslie, Carol Lindsay, Derek Noble, Gordon Pryde and Sam Steele.

**ATTENDING:** Mary Stewart, Service Manager - Major Business & Customer Service, Manasa Channabasavaiah, Planning Assistant, Brian Forsyth, Planner, Sarah Hyndman, Planner, Declan Semple, Lead Officer, Development Management, Planning Services; Gemma Hardie, Solicitor, Elona Thomson, Committee Officer and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Altany Craik and Andrew Verrecchia.

**193. DECLARATIONS OF INTEREST**

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

**194. MINUTE**

The committee considered the minute of the West and Central Planning Committee of 28 August 2024.

**Decision**

The committee agreed to approve the minute.

**195. 24/00713/FULL - DEVELOPMENT AT LAND ADJACENT TO DUNIFACE FARM WINDYGATES ROAD LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for the erection of a battery energy storage system (up to 49.9MW) and associated infrastructure including substations, welfare units, storage containers, fencing, security columns, water tanks, drainage and formation of access track and parking.

**Decision**

The committee agreed: -

- (1) to approve the application subject to the 18 conditions and for the reasons detailed in the report;

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- (2) that condition 6 be amended to the effect that the word 'should' where it appears in the second sentence is deleted and shall be replaced with 'must' so it reads 'Non-native species must be avoided'; and
- (3) that condition 9 be amended to the effect that after the second 'including' there should follow 'but not limited to'.

### **196. 24/01022/FULL - R W E BIOMASS PLANT GLENROTHES FIFE**

The committee considered a report by the Head of Planning Services relating to an application for the installation of 2 gas engine generating units (2x 3.1MW) and erection of associated power-housing and infrastructure.

#### **Decision**

The committee agreed to approve the application subject to the 13 conditions and for the reasons detailed in the report.

### **197. 24/00284/FULL - LAND EAST OF CANMORE PRIMARY SCHOOL ABERDOUR ROAD DUNFERMLINE**

The committee considered a report by the Head of Planning Services relating to an application for the erection of 40 affordable flatted dwellings for sheltered housing needs (class 8) including formation of new access/car parking and footpaths, retaining walls and boundary enclosures with associated landscaping, drainage, renewable energy infrastructure and ancillary works.

#### **Decision**

The committee agreed to approve the application subject to the 16 conditions and for the reasons detailed in the report.

### **198. 23/01774/FULL - LAND NORTH EAST OF NORMAN PLACE LESLIE**

The committee considered a report by the Head of Planning Services relating to an application for the erection of seven dwelling houses (class 9) and associated development including formation of vehicular accesses and landscaping (demolition of existing buildings).

Officers provided a verbal update to advise that the Transportation Development Management Service had updated their response and objected to the proposal on the grounds of road safety.

#### **Motion**

Councillor Barratt, seconded by Councillor Cameron, moved that the application be approved for the reasons set out in the report.

#### **Amendment**

Councillor Beare, seconded by Councillor Alexander, moved that the application be refused the interest of protecting visual amenity

#### **Roll Call**

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### **For the Motion** – 4 votes

Councillors David Barratt, James Calder, Ian Cameron and Gordon Pryde.

### **For the Amendment** – 9 votes

Councillors David Alexander, Alistair Bain, John Beare, Dave Dempsey, Derek Glen, James Leslie, Carol Lindsay, Derek Noble and Sam Steele.

The amendment was accordingly carried.

### **Decision**

The committee agreed to refuse the application:-

- (1) on the grounds that the proposal, by virtue of its scale, massing, design and use of finishing materials would be incongruous with the surrounding residential area and would fail to enhance, and further to this would detract from, the character of Leslie Conservation Area, contrary to Policies 7 (Historic Assets and Places) and 14 (Design, Quality and Place) of NPF4 and Policies 1 (Development Principles), and 14 (Built and Historic Environment) of the adopted FIFEplan local development plan (2017); and
- (2) agreed to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

*The meeting adjourned at 4.00 pm and reconvened at 4.10 pm.*

### **199. 23/02254/CAC - LAND NORTH EAST OF NORMAN PLACE LESLIE**

The committee considered a report by the Head of Planning Services relating to an application for the demolition of disused commercial garage buildings, brick wall, entrance gates and fencing.

#### **Decision**

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

### **200. 23/03555/FULL - 7 DRUMMOCHY ROAD LOWER LARGO FIFE**

The committee considered a report by the Head of Planning relating to an application for the formation of replacement hardstanding on public open space for domestic use (retrospective).

#### **Decision**

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

### **201. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

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The committee noted the applications dealt with under delegated powers since the last meeting.



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

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

**23 October 2024**

**2.00 pm – 2.50pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Alistair Bain, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, Carol Lindsay, Lea McLelland, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING:** Mary Stewart, Service Manager – Major Business and Customer Service, Steve Iannarelli, Team Manager – Development Management, Lauren McNeil, Planner, Katherine Pollock, Lead Professional - Strategic Development, Mark Barrett, Lead Officer Transportation, Development Management, Planning Services; Gemma Hardie, Solicitor, Elona Thomson, Committee Officer and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor James Leslie.

**202. DECLARATIONS OF INTEREST**

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

**203. MINUTE**

The committee considered the minute of the West and Central Planning Committee of 25 September 2024.

**Decision**

The committee agreed to approve the minute.

**204. 23/03127/ARC - LAND AT HALBEATH, NORTH OF FIFE CIRCLE RAIL LINE, PLEASANCE ROAD, HALBEATH**

The committee considered a report by the Head of Planning Services relating to an application for the development of site infrastructure associated with Phase 1 including construction of roads, footways, cycleways, re-routing of Whitefield Road, earthworks including platforming, landscape works, open space, contamination/ remediation, and drainage works relating to the wider consented development at the Halbeath Strategic Development Area (Application REF: 17/01677/EIA). Approval of matters Specified in Conditions 3 (Parts d, e, g, h, j, k, l - Development Components), 4 (Application Requirements), 9 (Development Framework), 10 (Development Brief), 13 (Landscape and Habitat Management Plan), 14 (Public Art Strategy), 26 and 27 (Road Improvements), 28 (Footway/Cycleway) and 30 (Road Re-Alignment and Stopping Up).

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Members were advised of an amendment to 3.0 Consultation Summary, TDM, Planning Services should read “No Objection”.

### **Decision**

The committee agreed to approve the application subject to the 6 conditions and for the reasons detailed in the report.

#### **205. 24/00142/FULL - LAND AT HALBEATH, NORTH OF FIFE CIRCLE RAIL LINE, PLEASANCE ROAD, HALBEATH**

The committee considered a report by the Head of Planning Services relating to an application for engineering operations comprising the installation of a foul sewer connection and outfall system associated with proposed residential development (reference 23/03127/ARC).

### **Decision**

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

#### **206. 24/01770/FULL - 173 DUNNIKER ROAD KIRKCALDY FIFE**

The committee considered a report by the Head of Planning Services relating to an application for the change of use from dwellinghouse (Class 9) to HMO (6 person) (Sui Generis) (Retrospective).

### **Decision**

The committee agreed to approve the application subject to:-

- (1) the 3 conditions and for the reasons detailed in the report; and
- (2) all 3 conditions being amended to read “Within 6 calendar months of the date of this planning permission”.

#### **207. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

The committee noted the applications dealt with under delegated powers since the last meeting.

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### THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE

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

20 November 2024

2.00 pm – 3.10pm

**PRESENT:** Councillors David Barratt (Convener), David Alexander, Alistair Bain, John Beare, Ian Cameron, Dave Dempsey, Derek Glen, James Leslie, Carol Lindsay, Lea Mclelland, Derek Noble, Gordon Pryde and Sam Steele

**ATTENDING:** Mary Stewart, Service Manager – Major Business and Customer Service, Martin Mcgroarty, Lead Professional, Development Management, Lauren McNeil, Planner, Benet Davis, Planning Assistant, Development Management, Planning Services; Gemma Hardie, Solicitor, Elona Thomson, Committee Officer and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillor(s) James Calder and Andrew Verrecchia

#### 208. DECLARATIONS OF INTEREST

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

#### 209. MINUTE

The committee considered the minute of the West and Central Planning Committee of 23 October 2024.

#### Decision

The committee agreed to approve the minute.

#### 210. 24/00979/FULL - KINCARDINE POWER STATION SITE KINCARDINE FIFE

The committee considered a report by the Head of Planning Services relating to an application for the erection of aggregate storage building (Class 6) including ancillary welfare unit and formation of car parking/hardstanding with associated loading areas.

Members were advised of an amendment to condition 12. The condition should read: -

“Unless otherwise approved in writing by Fife Council as Planning Authority, the normal working hours for construction activities within the site shall be restricted to Monday to Friday between 08:00 to 18:00; 08:00 to 13:00 Saturday and no work on a Sunday or a Bank Holiday. No commercial vehicles associated with the construction work shall enter or leave the site before 7:30 and after 18:30 Monday to Friday or before 7:30 and after 13:30 on a Saturday. Out of these hours, development at the site shall be limited to maintenance, emergency works, or construction work that is not audible from any noise sensitive property out with the

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site. Additionally, unless otherwise agreed with Fife Council as Planning Authority the hours of aggregate delivery shall be restricted to 07:30 to 17:00 Monday to Friday and 07:30 to 12:00 Saturday, with onsite work continuing as required by the train schedule.

Reason: In order to protect the amenity of adjoining and nearby residents.”

### **Decision**

The committee agreed: -

- (1) to approve the application subject to the 17 conditions and for the reasons detailed in the report; and
- (2) In arriving at their decision to grant planning permission, members of West and Central Planning Committee consider that the operator of the development should engage with the local community on a regular basis to ensure any local concerns arising in relation to amenity impacts of their operation can be addressed satisfactorily and timeously. This engagement should be either directly with Kincardine Community Council or with a specific group of community representatives established specifically for this purpose. It is expected that meetings will take place on no less than an annual basis.

### **211. 24/00555/FULL - 33 CRAIGFOOT WALK KIRKCALDY FIFE**

The committee considered a report by the Head of Planning Services relating to an application for the change of use of part of domestic outbuilding to holiday accommodation (Retrospective).

### **Decision**

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

### **212. 24/01546/FULL - LAND AT PATTIESMUIR ROSYTH**

The committee considered a report by the Head of Housing Services relating to an application for the erection of 8 dwelling houses with associated parking, landscaping and drainage works including formation of SUDS and alterations to vehicular access (Section 42 to vary Condition 10 of planning permission 21/02804/FULL) (Part Retrospective).

Members were advised of an amendment to condition 12. The condition should now read: - " NO BUILDING SHALL BE OCCUPIED UNTIL remedial action at the site has been completed in accordance with the approved Remedial Action Statement."

### **Decision**

The committee agreed to approve the application subject to the 16 conditions and for the reasons detailed in the report.

**213. APPLICATION FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

The Committee noted the applications dealt with under delegated powers since the last meeting.

**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING**

County Hall, County Buildings, Cupar

11 September 2024

1.30 pm – 4.00 pm

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

**ATTENDING:** Alastair Hamilton, Service Manager and Scott Simpson, Planner, Development Management; Steven Paterson, Solicitor, Planning and Environment, Diane Barnet, Committee Officer and Kerry Elliott, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Fiona Corps, Gary Holt, Margaret Kennedy and Allan Knox.

**176. DECLARATIONS OF INTEREST**

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

**177. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 14 August 2024.

**Decision**

The committee approved the minute.

**178. 23/02309/PPP - CRAIL AIRFIELD, BALCOMIE ROAD, CRAIL**

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for a mixed-use development comprising holiday accommodation site (91 self-build holiday units), craft workshops/light industrial (Class 4) and storage buildings (Class 6) and associated infrastructure including footpaths, cycle paths, roads and parking areas (demolition of existing buildings).

**Motion**

Councillor Tepp, seconded by Councillor Clark, moved to approve the application subject to the 19 conditions and for the reasons detailed in the report and following the conclusion of an agreement to secure the necessary planning obligations as outlined in the report.

**Amendment**

Councillor Dillon, seconded by Councillor Hayes, moved to refuse the application on the grounds that the proposed development did not comply with: policies 13, 14, 15 and 30 of the adopted National Planning Framework 4 (2023); policies 1 and 3 of the adopted FIFEplan Local Development Plan (2017); Local

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Development Plan allocation LDW022; and the adopted Making Fife's Places Supplementary Guidance (2018) – on the basis that the proposed development would have a detrimental impact on road safety due to its location, form and scale resulting in an unacceptable impact on the capacity of the existing roads infrastructure due to additional vehicular movements; the lack of provision or improvement to pedestrian and other sustainable linkages or safer routes between the application site and the town of Crail; and the lack of an alternative access which would mitigate impacts on access routes to Crail Airfield and golf courses.

### **Roll Call Vote**

**For the Motion** – two votes.

Councillors Clark and Tepp.

**For the Amendment** – eight votes.

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

### **Decision**

The committee:-

- (1) refused the application on the grounds that the proposed development did not comply with: policies 13, 14, 15 and 30 of the adopted National Planning Framework 4 (2023); policies 1 and 3 of the adopted FIFEplan Local Development Plan (2017); Local Development Plan allocation LDW022; and the adopted Making Fife's Places Supplementary Guidance (2018) – on the basis that the proposed development would have a detrimental impact on road safety due to its location, form and scale resulting in an unacceptable impact on the capacity of the existing roads infrastructure due to additional vehicular movements; the lack of provision or improvement to pedestrian and other sustainable linkages or safer routes between the application site and the town of Crail; and the lack of an alternative access which would mitigate impacts on access routes to Crail Airfield and golf courses.
- (2) agreed to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

### **179. 23/02628/FULL - LAND TO THE NORTH OF ABBEY COTTAGE, ABBEY WALK, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the erection of five dwellinghouses on the land of the former gas holder site, Balfour Place, St Andrews.

### **Decision**

The committee agreed to approve the application subject to the 11 conditions and for the reasons detailed in the report.

**180. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.**

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.



**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING**

County Hall, County Buildings, Cupar

6 November 2024

1.30 pm – 3.05 pm

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

**ATTENDING:** Alastair Hamilton, Service Manager, Matthew Don, Planning Assistant and Kirsten Morsley Planning Assistant, Development Management; Steven Paterson, Solicitor, Planning and Environment, Diane Barnett, Committee Officer and Kerry Elliott, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors John Caffrey, Fiona Corps, Allan Knox and Robin Lawson.

**181. DECLARATIONS OF INTEREST**

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

**182. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 11 September 2024.

**Decision**

The committee approved the minute.

**183. 24/00680/FULL – 5 QUEENS GARDENS, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for alterations and extension to dwellinghouse, erection of pergola and ancillary accommodation within garden ground and alterations and restoration of rigg walls and potting shed.

**Decision**

The committee agreed: -

- (1) to approve the application subject to the nine conditions and for the reasons detailed in the report;
- (2) in the interests of residential amenity, to include an additional standard condition relating to construction operating times at the development; and
- (3) to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to draft and formulate an appropriately worded planning condition as outlined and referred to at (2) above.

**184. 24/00668/LBC - 5 QUEENS GARDENS, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for alterations and extension to dwellinghouse and alterations and restoration of rigg walls and potting shed.

**Decision**

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

**185. 24/01990/LBC - 5 QUEENS GARDENS, ST ANDREWS, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for internal alterations to dwellinghouse (retrospective).

**Decision**

The committee approved the application subject to the one condition and for the reason detailed in the report.

**186. 24/01369/FULL - 9 WEST STREET, ST MONANS, ANSTRUTHER**

The committee considered a report by the Head of Planning Services relating to an application for change of use from shop (Class 1A) to flatted dwelling (Sui Generis) including installation of replacement windows and rooflights.

**Decision**

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

**187. 24/01351/LBC - 9 WEST STREET, ST MONANS, ANSTRUTHER**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for internal and external alterations to include installation of replacement windows and opening, rooflights and reconfiguration and removal of internal partitions.

**Decision**

The committee agreed to approve the application unconditionally.

**188. 24/01731/FULL - SEAFORTH, LINKS PLACE, ELIE**

The committee considered a report by the Head of Planning Services relating to an application for the installation of dormer extensions and erection of outbuilding and formation of access and driveway.

**Decision**

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

**189. 24/01730/LBC - SEAFORTH, LINKS PLACE, ELIE**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for installation of dormer extensions and erection of outbuilding and formation of access and driveway.

**Decision**

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

**190. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.**

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY - BLENDED MEETING**

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

**28 October 2024**

**2.00 pm – 2.45 pm**

**PRESENT:** Councillors David Barratt (Convener), Fiona Corps, Altany Craik, Jane Ann Liston and Lynn Mowatt.

**ATTENDING:** Steven Paterson, Solicitor, and Wendy MacGregor, Committee Officer, Legal and Democratic Services and Steve Iannarelli, Strategic Development Manager, Planning Service.

**70. DECLARATIONS OF INTEREST**

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

**71. MINUTE**

The minute of the Fife Planning Review Body of 2 September 2024 was submitted.

**Decision**

The Review Body approved the minute.

**72. APPLICATION FOR REVIEW - WOODSIDE, WESTER FORRET, KILMANY, CUPAR (APPLICATION NO. 24/00817/FULL)**

The Review Body considered the Application for Review submitted by Montgomery Forgan Associates, on behalf of Mr. Malcolm McIntosh, in respect of the decision to refuse planning permission for the erection of a dwellinghouse and formation of access.

**Decision**

The Review Body agreed:-

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

**THE FIFE COUNCIL – REGULATION AND LICENSING COMMITTEE - GLENROTHES**

**10th September, 2024**

**9.30 a.m. – 4.20 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Gavin Ellis, Alycia Hayes, Donald Lothian, Lea McLelland, David MacDiarmid, Nicola Patrick, Gordon Pryde and Jonny Tepp.

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

**APOLOGIES:** Councillors Sean Dillon, Carol Lindsay and Darren Watt.

**137. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 13th August, 2024.

**Decision**

The Committee approved the Minute.

**138. URGENT BUSINESS**

The Convener advised that in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, he had agreed that the item of business at 139 below be considered as a matter of urgency.

**139. CINEMAS ACT 1985 – VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS – BETWEEN SEPTEMBER AND NOVEMBER 2024**

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 certificated films.

**Decision**

The Committee agreed to grant permission to allow the non-BBFC certificated films, as circulated to the Committee, to be shown at the Byre Theatre between September and November 2024.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

140. **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 Civic Government Licensing Enforcement Officer as well as the applicants and the representative for the applicant at (h) and (i) thereon, dealt with the applications as shown:-

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

**Decision**

The Committee agreed to grant the licence with a warning.

(b)	Peter Christensen	Taxi Driver (renewal) 3 year
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**Decision**

The Committee agreed to grant the licence with a warning and requested that the licenceholder re-attend the first available taxi drivers' training course in Fife House, Glenrothes.

(c)	John Deas	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to refuse the licence.

(d)	Raymond Galloway	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence with a warning.

(e)	Gary Gilchrist	Taxi Driver (new application) 1 year
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### Decision

The Committee agreed to refuse the licence.

- (f) Shamshad Hussain                      Taxi Driver  
(new application)  
1 year

### Decision

The Committee agreed to grant the licence with a warning.

- (g) Lee Mahady                              Taxi Driver  
(renewal)  
1 year

### Motion

Councillor McLelland, seconded by Councillor Hayes, moved that the licence be granted.

### Amendment

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

### Vote

Amendment – 3  
Motion – 7

### Decision

The Committee agreed to grant the licence.

- (h) Mehmet Tarkocin                      Taxi Driver  
(renewal)  
3 year

### Motion

Councillor MacDiarmid, seconded by Councillor Pryde, moved that the licence be refused.

### Amendment

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

### Vote

Amendment – 4  
Motion – 6

**Decision**

The Committee agreed to refuse the licence.

- (i) Peter & Patricia Christensen and Mehmet Tarkocin      Taxi Operator's Licence  
No. T020 – Kirkcaldy Zone  
(renewal)  
3 year

**Motion**

Councillor MacDiarmid, seconded by Councillor Ballantyne-Wardlaw, moved that the licence be refused.

**Amendment**

Councillor Tepp, seconded by Councillor Lothian, moved, as an amendment, that the licence be granted for 1 year with a warning.

**Vote**

Amendment – 3  
Motion – 7

**Decision**

The Committee agreed to refuse the licence.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicant at (e) above, were all present and heard. Mehmet Tarkocin was represented by his solicitor, Asif Hussain, Glasgow.

Consideration of the applications at (c) and (e) above was continued from the meeting held on 13th August 2024.

The warning given to the applicants at (a), (b), (d) and (f) 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), (e), (h) and (i) 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/offences recorded against them or due to previous incidents they had been involved in.

*(Councillor Ellis left the meeting following consideration of the application at (d) above).*



141. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCE**

The Committee considered exercising power of suspension under paragraph 11 of Schedule 1 to the above Act in respect of the undernoted licence, and, having heard the Council's Civic Government Licensing Enforcement Officer as well as the licenceholder and his representative thereon, dealt with the licence as shown:-

<u>Licenceholder</u>	<u>Type, No. of Licence &amp; Expiry Date</u>
Mehmet Tarkocin	Private Hire Operator's Licence No. P015 – Kirkcaldy Zone Expiry Date: 7 December 2024

Motion

Councillor MacDiarmid, seconded by Councillor Pryde, moved that the licence be suspended.

Amendment

Councillor Lothian, seconded by Councillor Tepp, moved, as an amendment, that the licence should not be suspended.

Vote

Amendment – 3  
Motion – 7

Decision

The Committee agreed to suspend the licence for a period of four weeks.

The licenceholder had been invited to attend and be represented at the meeting. He was present, heard and represented by his solicitor, Asif Hussain, Glasgow.

The grounds for suspension were that the licenceholder was no longer considered to be a fit and proper person to hold the licence and the carrying on of the licensed activity was causing, or was likely to cause, a threat to public safety.

*(Councillor McLelland left the meeting following consideration of the above matter).*

142. **OPPOSED APPLICATION**

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

## 2024.R.L.116

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

### Decision

The Committee agreed to refuse the licence.

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

Consideration of the above application was continued from the meeting held on 13th August 2024.

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

### 143. **EXCLUSION OF PUBLIC AND PRESS**

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

### 144. **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 and period of licence applied for</u>
(a)	Paul Irvine	Second Hand Dealer for premises at 259-261 High Street, Leslie selling miscellaneous items Monday – Saturday 9.00am – 5.00pm (new application) 3 year

### Decision

The Committee agreed to grant the licence and requested that the Council's Civic Government Licensing Enforcement Officer carry out a random inspection of the premises within the duration of the licence.

**2024.R.L.117**

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(b)	Ajmal Maroofkhail	Taxi Driver (new application) 1 year

**Decision**

The Committee agreed to refuse the licence.

(c)	Shaun Wilson	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence with a warning.

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

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.

**145. OPPOSED APPLICATION**

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

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

**Decision**

The Committee agreed to refuse the licence.

The above applicant 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 13th August 2024.

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

**2024.R.L.118**

**146. 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) and the licenceholder and his representative thereon, dealt with the licences as shown:-

	<u>Licenceholder</u>	<u>Type, No. of Licence &amp; Expiry Date</u>
(a)	Scrap a Car Scotland.com Ltd	Second Hand Dealer 993/0048184 Expiry Date: 20 August 2026

**Decision**

The Committee agreed not to suspend the licence.

(b)	Scrap a Car Scotland.com Ltd	Metal Dealer 53/0048340 Expiry Date: 20 August 2026
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**Decision**

The Committee agreed not to suspend the licence.

The licenceholders at (a) and (b) above had been invited to attend and be represented at the meeting. Lindsay Craft was present, heard and represented by Dewar Spence, Solicitor, Leven.

Consideration of the matters at (a) and (b) above was continued from the meeting held on 13th August 2024.

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**THE FIFE COUNCIL – REGULATION AND LICENSING COMMITTEE - GLENROTHES**

**5th November, 2024**

**9.30 a.m. – 12.32 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Patrick Browne, Alistair Cameron, Eugene Clarke, Gavin Ellis, Louise Kennedy-Dalby, Carol Lindsay, Lea McLelland, David MacDiarmid, John O'Brien, Nicola Patrick, Gordon Pryde and Darren Watt.

**ATTENDING:** Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; Sergeant Neil Ewing, Police Scotland (Fife Division); and Billy Ferguson, Service Manager, Fleet Operations (for items 150 and 151 only).

**APOLOGIES:** Councillors Lynn Ballantyne-Wardlaw, Donald Lothian and Jonny Tepp.

**147. CHANGE OF MEMBERSHIP**

Councillor Tom Adams welcomed Councillors Alistair Cameron, Eugene Clarke and Louise Kennedy-Dalby to their first meeting of the Regulation & Licensing Committee and Members noted that Councillor Cameron had replaced Councillor Julie MacDougall, Councillor Clarke had replaced Councillor Sean Dillon and Councillor Kennedy-Dalby had replaced Councillor Alycia Hayes as Members of the Committee.

**148. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 10th September, 2024.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**149. APPEALS TO SHERIFF – TAXI/PRIVATE HIRE CAR DRIVER, TAXI OPERATOR AND PRIVATE HIRE OPERATOR LICENCES** *(Previous Minute References: paras 140(h) and (i) and 141 of 2024.R.L.113, 114 and 115 refer)*

**Decision**

The Committee, after hearing the Council's Lead Officer, Miscellaneous Licensing thereon, noted that appeals had been lodged with the Sheriff by Mehmet Tarkocin against the decisions on 10th September, 2024 to refuse his applications for renewal of his taxi/private hire car driver's licence and taxi operator's licence and suspend his private hire operator's licence.

**150. TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – KIRKCALDY ZONE**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the Kirkcaldy Zone in July to September 2024.

**Decision**

The Committee, having heard the Service Manager, Fleet Operations on the report and, following discussion, congratulated those operators whose vehicles passed the test first time and otherwise noted the report.

**151. 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 in June to September, 2024.

**Decision**

The Committee, having heard the Service Manager, Fleet Operations on the report and, following discussion, congratulated those operators whose vehicles passed the test first time and otherwise noted the report.

**152. 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 and period of licence applied for</u>
(a)	Peshang Kawa	Taxi Driver (new application) 1 year

**Motion**

Councillor McLelland, seconded by Councillor Watt, moved that the licence be granted with a warning.

**Amendment**

Councillor O'Brien, seconded by Councillor Cameron, moved, as an amendment, that the licence be refused.

**Vote**

Amendment – 6  
Motion – 7

**Decision**

The Committee agreed to grant the licence with a warning.

## 2024.R.L.121

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(b)	George McQueen	Taxi Driver (new application) 1 year

### Decision

The Committee agreed to grant the licence with a warning.

The above applicants had been invited to attend and be represented at the meeting and both were present and heard. The applicant at (a) was supported by Twana Amin, Interpreter & Taxi Operator, East Fife.

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

*(Cllr O'Brien left the meeting following consideration of item (b) above).*

### 153. **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 and period of licence applied for</u>
Scott McLaren	Taxi Driver (renewal) 1 year

The Committee took a vote on whether or not to consider further information from the Police as follows:

#### Motion

Councillor Browne, seconded by Councillor MacDiarmid, moved that further information should be provided.

#### Amendment

Councillor McLelland, seconded by Councillor Lindsay, moved, as an amendment, that further information should not be provided.

#### Vote

Amendment – 8  
Motion – 3

No further information was provided.

## **2024.R.L.122**

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

### **Motion**

Councillor Lindsay, seconded by Councillor McLelland, moved that the licence be granted with a warning.

### **Amendment**

Councillor MacDiarmid, seconded by Councillor Browne, moved, as an amendment, that the licence be refused.

### **Vote**

Amendment – 3

Motion – 8

### **Decision**

The Committee agreed to grant the licence with a warning.

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

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

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**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

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

**12 September 2024**

**10.00 am - 1.05 pm**

**PRESENT:** Councillors David Ross (Convener), Tom Adams (substituting for Councillor Cara Hilton), David Alexander, David Barratt, John Beare, James Calder, Altany Craik, Colin Davidson (substituting for Councillor Judy Hamilton), Linda Erskine, Derek Glen, Brian Goodall, Peter Gulline, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Les Robertson, Head of Revenue and Commercial Services, Tracy Hirst, Finance Operations Manager, Emma Lennon, Accountant, Mary McLean, Legal Services Manager, Helena Couperwhite, Committee Services Manager, Michelle McDermott, Committee Officer, Legal and Democratic Services, Fiona Allan, Service Manager, Kirsty Mcelroy, Service Manager and Nicola Harris Lead Officer, Human Resources, Finance and Corporate Services; Michael Enston, Executive Director (Communities), Sheena Watson, Team Manager, Communities, John Mills, Head of Housing Services, Joan Lamie, Service Manager and Donna Christie, Lead Officer, Housing Services, Communities Directorate; and Michael O'Gorman, Service Manager, Property Services, Place Directorate.

**APOLOGIES FOR ABSENCE:** Councillors Fiona Corps, Judy Hamilton and Cara Hilton.

**278. DECLARATIONS OF INTEREST**

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

**279. MINUTE**

The committee considered the minute of the Cabinet Committee meeting of 15 August 2024.

**Decision**

The committee agreed to approve the minute.

**280. COST OF LIVING SUPPORT - FUNDING AND PRIORITIES**

The committee considered a report by the Executive Director (Communities) proposing priorities for continuing funding of cost-of-living support in 2024/25. Members were asked to review the evaluation of the programme to date and to consider extending flexibility for the allocation of Community Recovery Funding.

**Decision**

The committee:-

- (1) noted the delivery and learning from the provision of cost-of-living support programme 2022/23 and 2023/24;
- (2) agreed the allocations proposed for temporary funding in 2024/25 noting the need for flexibility between headings;
- (3) agreed the extension of the Community Recovery Funding flexibility into 2025/26; and
- (4) noted that the reference to "Boiler Repair and Handy Service" in Appendix 1, - "Handy Service" was included as a separate item; and that there should be no negative figures in the "Budget Remaining" columns in Appendix 2 - the minus sign (-) should be removed.

**281. BUDGET 2025-28 UPDATE**

The committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the General Fund Revenue Budget for 2025-28 following a review of the council's financial planning assumptions and planned approach to achieve a sustainable and balanced budget.

**Decision**

The committee noted:-

- (1) the updated financial planning assumptions;
- (2) the continuing uncertainty around those planning assumptions; and
- (3) the planned approach to achieve a sustainable and balanced budget for 2025-26 onwards.

**282. REVENUE MONITORING 2024-25**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reporting on the current forecast position for 2024/25.

**Decision**

The committee:-

- (1) noted the worsening high level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts and pressures which continued to be managed by services with an element of protection from financial risk being accounted for centrally;
- (3) instructed Executive Directors to identify plans to mitigate overspends in order to manage within overall service budgets in the current year and ensure strong financial management;

## 2024 CC 150

- (4) approved the proposal to de-commit £8.752m of balances;
- (5) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (6) requested that Scrutiny Committees ensured an appropriate level of support and challenge in relation to financial reports.

### 283. CAPITAL INVESTMENT PLAN - PROJECTED OUTTURN 2024-25

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advising on the provisional outturn for the 2024/25 financial year.

#### **Decision**

The committee:-

- (1) approved the Capital Investment Plan re-profiling as detailed in Appendix 1 of the report to deal with carry forward budgets from 2023/24 into later years of the plan;
- (2) noted the projected outturn position and that the level of financial risk continued to be heightened due to the impact of inflation and supply chain challenges;
- (3) instructed Services to plan projects within the approved resource within the Capital Investment Plan;
- (4) noted that more detailed capital outturn reports for 2024/25 would be submitted to relevant Scrutiny Committees;
- (5) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- (6) noted the updated prudential indicators provided.

### 284. HOUSING REVENUE ACCOUNT: CAPITAL INVESTMENT PLAN 2024-27

The committee considered a joint report by the Head of Housing Services, Head of Finance and Head of Environment and Building Services proposing a Housing Revenue Account (HRA) Capital Investment Plan 2024-27, aligned to council priorities for investment in component replacements, wider works and new affordable housing.

#### **Decision**

The committee:-

- (1) approved the proposed investment of £164.427m over the three years 2024-2027 for wider works which maintained existing HRA assets;
- (2) noted the investment in the Affordable Housing Programme of £216.251m and the Property Acquisitions Programme of £8.993m;

## 2024 CC 151

- (3) noted the planned spend on the various areas of the HRA Capital Investment Plan; and
- (4) noted the current financial position and the required borrowing of £275.018m to fund the capital plan.

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

### **285. REVISED HOUSING ESTATES MANAGEMENT APPROACH - HOUSING GARDEN FENCING POLICY**

The committee considered a report by the Head of Housing Services detailing the findings from the Fencing Test of Change, developed under the Revised Housing Estates Management Approach that tested the principles and associated funding requirements to develop a Housing Garden Fencing Policy. The lessons learned from the completion of the Fencing Test of Change projects had informed the recommended policy position.

#### **Decision**

The committee:-

- (1) approved the Housing Garden Fencing Policy;
- (2) approved an annual budget of £1.7m to support the Housing Garden Fencing Policy;
- (3) noted that £1.7m budget was funded from a realignment of both HRA revenue and HRA capital budgets;
- (4) agreed that the Fencing Policy be reviewed at the People and Communities Scrutiny Committee in September 2025; and
- (5) agreed that a briefing paper be circulated to elected members detailing the process to be used in implementing the fencing policy to ensure consistency of approach across all wards.

*Councillor Kathleen Leslie rejoined the meeting during consideration of the above item.*

*The meeting adjourned at 11.45 am and reconvened at 12.00 noon.*

### **286. FORTH GREEN FREEPORT - DELIVERY UPDATE AND PROPOSED RATES RELIEF POLICY**

The committee considered a report by the Executive Director (Place) seeking authority to progress ongoing development of the Forth Green Freeport (FGF) in conjunction with the Forth Green Freeport Operating Company and seeking approval to implement Fife Council's policy approach for the delivery of Forth Green Freeport Non-Domestic Rates relief in line with Scottish Government requirements.

Prior to discussion on the report, it was highlighted that, following guidance received, recommendation (i) should be in consultation with the Cabinet Committee Convener and not the Spokesperson for Finance, Economy and Strategic Planning.

Motion

Councillor David Ross, seconded by Councillor Altany Craik, moved the recommendations contained in the report including the change to recommendation (i) that consultation be with the Convener of the Cabinet Committee.

Amendment

Councillor Craig Walker, seconded by Councillor Brian Goodall, moved that the Area Conveners of Kirkcaldy Area Committee and South and West Fife Area Committee also be consulted as detailed in recommendation (i) of the report.

**Roll Call Vote**

**For the Motion - 9 votes**

Councillors Tom Adams, James Calder, Altany Craik, Colin Davidson, Linda Erskine, Gary Holt, Allan Knox, David Ross and Jan Wincott.

**For the Amendment - 12 votes**

Councillors David Alexander, David Barratt, John Beare, Derek Glen, Brian Goodall, Peter Gulline, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettrains and Craig Walker.

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

**Decision**

The committee:-

- (1) delegated to the Executive Director (Place) and Executive Director (Finance and Corporate Services), in consultation with the Conveners of the Cabinet Committee, Kirkcaldy Area Committee and South and West Fife Area Committee, to progress joint working arrangements with the FGF Operating Company in line with established FGF governance processes and delivery of the economic priorities within the Fife Economic Strategy (2023-30) and the Plan4Fife (2017-2027); and
- (2) approved use of Fife Council's policy approach for the delivery of Forth Green Freeport Non-Domestic Rates relief and delegated to the Head of Revenues and Commercial Services the execution of this policy as detailed in Appendix 1 of the report.

**287. WORKFORCE MATTERS: STRATEGY, WORKFORCE PLANNING AND EMPLOYEE ENGAGEMENT**

The committee considered a report by the Head of Human Resources providing an update on progress in delivering the workforce strategy, Our People Matter (OPM), and updating on the plans to review and refresh the strategy for the period 2025-2028. The report also gave an update on the council's workforce planning activity, the identified key priority themes and set out the next steps in developing a Corporate People Plan. The report included information on the recent Heartbeat 2024 employee engagement survey and the workforce insight it provided.

**Decision**

The committee:-

- (1) noted progress in delivering the workforce strategy (OPM) and authorised the planned work including the development of a refresh OPM 2025-2028;
- (2) noted the workforce planning activity undertaken, priority themes identified and the plans to develop a Corporate People Plan 2025-2028;
- (3) agreed the objective of the council's workforce planning activity as detailed in the report; and
- (4) noted the findings from the Heartbeat 2024 employee engagement survey and the improvement work which would be undertaken.

**288. APPOINTMENTS TO EXTERNAL ORGANISATIONS - CIRECO (SCOTLAND) LLP, RIVER LEVEN TRUST AND FIFE SPORTS AND LEISURE TRUST**

The committee considered a report by the Head of Legal and Democratic Services seeking nominations to external organisations.

**Cireco (Scotland) LLP**

Councillor Altany Craik, seconded by Councillor Linda Erskine, nominated Councillor Patrick Browne as the Labour representative.

Councillor James Calder, seconded by Councillor Allan Knox, nominated Councillor Gary Holt as the Liberal Democrat representative.

**River Leven Trust**

Councillor Altany Craik, seconded by Councillor Linda Erskine, nominated Councillor Tom Adams (Levenmouth Area Committee) as the council's representative.

Councillor John Beare, seconded by Councillor Craig Walker, nominated Councillor David Alexander (Levenmouth Area Committee) as the council's representative.

**Roll Call Vote**

**For Councillor Tom Adams - 11 votes**

Councillors Tom Adams, James Calder, Altany Craik, Colin Davidson, Linda Erskine, Peter Gulline, Gary Holt, Allan Knox, Kathleen Leslie, David Ross and Jan Wincott.

**For Councillor David Alexander - 10 votes**

Councillors David Alexander, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino and Craig Walker.

Having received a majority of votes, Councillor Adams was appointed as one of the council's representatives on the River Leven Trust.

### **Fife Sports and Leisure Trust**

Councillor Altany Craik, seconded by Councillor Linda Erskine, nominated Councillor Patrick Browne as the Labour representative.

### **Decision**

The committee:-

- (1) agreed that Councillor Patrick Browne and Councillor Gary Holt be appointed as the Labour and Liberal Democrat representatives to Cireco (Scotland) LLP;
- (2) agreed that Councillor Tom Adams (Levenmouth Area Committee) be appointed as one of the council's representatives on the River Leven Trust; and
- (3) noted that the Fife Sports and Leisure Trust's governance required that six members be appointed to their organisation and agreed that Councillor Patrick Browne be appointed as one of the council's representatives.

*Councillors David Barratt and Sarah Neal left the meeting following consideration of the above item.*

## **289. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

The committee noted the list of outstanding remits from committees.

*The committee resolved, under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.*

## **290. AFFORDABLE HOUSING PROGRAMME - MILESMARK DUNFERMLINE (PRIVATE REPORT)**

The committee considered a joint report by the Head of Housing Services and Head of Property Services, as part of the implementation of the Phase IV Affordable Housing Programme (June 2024 - May 2029), providing details of a proposal to conclude legally binding agreements for the acquisition of land and the delivery of 12 houses for social rent at the site known as Milesmark, Rumblingwell, Dunfermline.

### **Decision**

The committee authorised the Head of Legal and Democratic Services to enter into legally binding agreements on terms to their satisfaction:-

- (1) for the acquisition of land at the site known as Milesmark, Rumblingwell, Dunfermline; and
- (2) to enter into a Design and Build Contract for the development of 12 new council houses at the site recognising that the figure may be adjusted as detail of the proposed land was finalised.

**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

Council Chamber, Fife House, North Street, Glenrothes

10 October 2024

10.00 am – 11.40 am

**PRESENT:** Councillors David Ross (Convener), David Alexander, Lesley Backhouse (substituting for Councillor Sarah Neal), Lynn Ballantyne-Wardlaw (substituting for Councillor John Beare), David Barratt, James Calder, Linda Erskine, Derek Glen, Brian Goodall, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Donald Lothian (substituting for Councillor Fiona Corps), Gordon Pryde (substituting for Councillor Altany Craik), Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Les Robertson, Head of Revenue and Commercial Services, Caroline MacDonald, Procurement Service Manager, Revenue and Commercial Services, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Lauren Bennett, Project Manager (Community Wealth Building), Communities Directorate; Carol Connolly, Executive Director (Place), John Mitchell, Head of Roads and Transportation Service, Susan Keenlyside, Service Manager (Sustainable Transport and Parking) and Jane Findlay, Lead Consultant (Climate Change and Partnerships), Roads and Transportation Service and Grant Leaburn, Lead Officer, Employability and Employment.

**APOLOGIES FOR ABSENCE:** Councillors John Beare, Fiona Corps, Altany Craik and Sarah Neal.

**291. DECLARATIONS OF INTEREST**

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

**292. MINUTE**

The committee considered the minute of the Cabinet Committee meeting of 12 September 2024.

**Decision**

The committee agreed to approve the minute.

**293. COMMUNITY WEALTH BUILDING - PROGRESS REPORT**

The committee considered a report by the Head of Property Services providing a six monthly update in relation to the Community Wealth Building (CWB) Policy Framework approved by Cabinet Committee in April 2023.



**Decision**

The committee noted:-

- (1) the progress made to date to deliver Community Wealth Building; and
- (2) the priorities and next steps for 2025 and the intention to provide an annual report of future Community Wealth Building achievements.

**294. SCHOOL CLOTHING GRANT - ELIGIBILITY CRITERIA**

The committee considered a report by the Head of Revenue and Commercial Services proposing a review of eligibility criteria for School Clothing Grant to ensure that those currently eligible within the tax credits system would continue to receive clothing grant once they had migrated to Universal Credit. Universal Credit had a much higher threshold for school clothing grant than the tax credit system and some families currently in receipt of school clothing grant would therefore no longer be eligible.

**Decision**

The committee:-

- (1) agreed the changes to the School Clothing Grant policy contained within the report to ensure that no parents lost the grant due to migrating from tax credits to Universal Credit; and
- (2) noted that responsibility for maintaining the policy would transfer from the Education Service to Revenue and Commercial Services going forward.

**295. FIFE COUNCIL ELECTRIC VEHICLE STRATEGY**

The committee considered a report by the Head of Roads and Transportation Services seeking approval of the Electric Vehicle (EV) Strategy for Fife.

**Decision**

The committee:-

- (1) approved the Fife Council Electric Vehicle (EV) Strategy and delegated to the Head of Roads and Transportation Services to make any minor amendments prior to publication; and
- (2) agreed that further development be undertaken towards an On Street Charging Strategy.

**296. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

The committee noted the list of outstanding remits from committees.

**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

Council Chamber, Fife House, North Street, Glenrothes

7 November 2024

10.00 am - 3.10 pm

**PRESENT:** Councillors Linda Erskine (Convener), Tom Adams (substituting for Councillor Cara Hilton), David Alexander, David Barratt, John Beare, Patrick Browne (substituting for Councillor David Ross), James Calder, Altany Craik, Derek Glen, Brian Goodall, Peter Gulline, Judy Hamilton, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Donald Lothian (substituting for Councillor Fiona Corps), Sarah Neal, Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Tracy Hirst, Finance Operations Manager, Emma Lennon, Accountant, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), Paul Vaughan, Head of Communities and Neighbourhoods Service, Craig Waddell, Service Manager, Alastair Mutch, Community Manager (South and West Fife), Communities and Neighbourhoods Service, Paul Short, Service Manager and Carole Kennedy, Lead Officer, Housing Services, Communities Directorate; Carol Connolly, Executive Director (Place), Ross Spalding, Service Manager and Craig Walker, Lead Officer, Planning Service.

**APOLOGIES FOR ABSENCE:** Councillors Fiona Corps, Cara Hilton and David Ross.

**ALSO IN ATTENDANCE:** Paul Wilson, Associate Director, Link Market Services, Link Group (for para. 308 only).

**APPOINTMENT OF CONVENER** - In the absence of the Convener, Councillor Linda Erskine was appointed to chair the meeting.

**297. DECLARATIONS OF INTEREST**

As a matter of transparency and with reference to para. 302 - South and West Fife - Community Use Arrangements - Councillor Patrick Browne declared he was a council appointee to the Fife Sports and Leisure Trust. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

**298. MINUTE**

The committee considered the minute of the Cabinet Committee meeting of 10 October 2024.

**Decision**

The committee approved the minute.

**299. REVENUE MONITORING 2024-25**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reporting on the current forecast position for 2024-25.

**Decision**

The committee:-

- (1) noted the high-level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts and pressures which continued to be managed by services with an element of protection from financial risk being accounted for centrally;
- (3) instructed Executive Directors to identify plans to mitigate overspends in order to manage within overall service budgets in the current year and ensure strong financial management;
- (4) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (5) requested that Scrutiny Committees ensured appropriate level of support and challenge in relation to financial reports.

**300. CAPITAL INVESTMENT PLAN - PROJECTED OUTTURN 2024-25**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advising on the provisional outturn for the 2024-25 financial year.

**Decision**

The committee:-

- (1) noted approval, at the September Cabinet meeting, of the Capital Investment Plan re-profiling in Appendix 1 to deal with carry forward budgets from 2023-24 into later years of the plan;
- (2) noted the projected outturn position and that the level of financial risk continued to be heightened due the impact of inflation and supply chain challenges;
- (3) instructed services to plan projects within the approved resource within the Capital Investment Plan;
- (4) noted that more detailed capital outturn reports for 2024-25 would be submitted to relevant Scrutiny Committees of the council;
- (5) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- (6) noted the updated prudential indicators provided.

### 301. CHANGE PLANNING

The committee considered a report by the Chief Executive providing an update on change planning in line with the public service reform goals in the Plan for Fife and recognising the challenging financial context. Change across services was being captured within the Service Change planning process which was integrated with the forward budget process.

#### Decision

The committee:-

- (1) noted the context and forward challenge;
- (2) noted the progress made on change as part of the budget challenge;
- (3) noted the forward timeline for change planning; and
- (4) agreed that a progress report be submitted to the 26 June 2025 meeting of the Cabinet Committee.

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

### 302. SOUTH AND WEST FIFE - COMMUNITY USE ARRANGEMENTS

The committee considered a report by the Head of Communities and Neighbourhoods Service presenting the findings of the options appraisal requested by the Cabinet Committee in March 2024.

#### Motion

Councillor Altany Craik, seconded by Councillor Patrick Browne, moved the recommendations as detailed in the report.

#### Amendment

Councillor David Barratt, seconded by Councillor Sarah Neal, moved as follows:-

"Replace recommendation 3 with,

- 3) Agrees that none of the options presented fully reflect the ambitions of the community and asks Officers to engage with stakeholders including elected members, Inverkeithing United and West Fife Aquatics to further develop options for community, sports and swimming facilities on the existing Inverkeithing High School site.
- 4) Agrees to consider the affordability of proposals through the council's capital planning and budget setting process.

#### Roll Call Vote

##### **For the Motion - 13 votes**

Councillors Tom Adams, Patrick Browne, James Calder, Altany Craik, Linda Erskine, Peter Gulline, Judy Hamilton, Gary Holt, Allan Knox, Kathleen Leslie, Mary Lockhart, Donald Lothian and Jan Wincott.

**For the Amendment - 10 votes**

Councillors David Alexander, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino and Craig Walker.

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

**Decision**

The committee:-

- (1) noted the option appraisal;
- (2) noted the review of activity across South and West Fife; and
- (3) agreed to consider the affordability of the six options detailed in the report through the council's capital planning and budget setting process.

**303. DALGETY BAY COMMUNITY HUB**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement on a funding contribution of £120,000 from the £2m revenue funding allocated toward the cost of the £6.3m community hub project to cover the Design Team costs, comprehensive planning consent and planning application fees.

**Decision**

The committee:-

- (1) noted the work of Dalgety Community Trust to date;
- (2) noted the detail contained within the feasibility study and business plan relating to the development of the community hub submitted by Dalgety Community Trust; and
- (3) approved the request to release £120,000 from the £2m revenue funding allocated to enable Dalgety Community Trust to proceed to the next stage of development for this project.

**304. HOUSING SERVICE - DOMESTIC AND SEXUAL ABUSE POLICY**

The committee considered a report by the Head of Housing Services providing an update on the progress made in the work outlined in the Domestic and Sexual Abuse Policy. This Policy was approved by Cabinet Committee in November 2023.

**Decision**

The committee:-

- (1) considered and noted the annual update; and
- (2) noted the work undertaken to meet the outcomes of the Domestic and Sexual Abuse Policy.

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*The meeting adjourned at 1.15 pm and reconvened at 1.55 pm.*

*Councillors Derek Glen, Mary Lockhart and Ross Vettraino left the meeting following consideration of the above item.*

### **305. STRATEGIC HOUSING INVESTMENT PLAN 2025-2030**

The committee considered a report by the Head of Housing Services seeking authority to submit Fife's Strategic Housing Investment Plan (SHIP) 2025/26 – 2029/30 to the Scottish Government. The plan was revised and updated annually for a rolling five year period.

The meeting adjourned at 2.05 pm and reconvened at 2.10 pm.

#### Motion

Councillor Judy Hamilton, seconded by Councillor Altany Craik, moved the recommendations as detailed in the report.

#### Amendment

Councillor Brian Goodall, seconded by Councillor David Barratt, moved as follows:-

"Cabinet Committee:-

- (i) agree the Strategic Housing Investment Plan (SHIP) 2025/26 - 2029/30 as the starting point for the delivery of affordable housing for the next five years; and
- (ii) requests that the Head of Housing brings back to Council or Cabinet Committee proposals which explore the options for the delivery of increased numbers of new council houses for rent through acquisitions from the open market."

#### Roll Call Vote

##### **For the Motion - 12 votes**

Councillors Tom Adams, Patrick Browne, James Calder, Altany Craik, Linda Erskine, Peter Gulline, Judy Hamilton, Gary Holt, Allan Knox, Kathleen Leslie, Donald Lothian and Jan Wincott.

##### **For the Amendment - 8 votes**

Councillors David Alexander, David Barratt, John Beare, Brian Goodall, Rosemary Liewald, Carol Lindsay, Sarah Neal and Craig Walker.

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

#### Decision

The committee:-

- (1) agreed the Strategic Housing Investment Plan (SHIP) 2025/26 – 2029/30 based on the priorities and principles outlined in the report; and

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- (2) authorised the Head of Housing Services, in consultation with the Spokesperson for Housing and Building Services, to amend or substitute projects within the SHIP as and when required.

### 306. FIFE DEVELOPMENT PLAN SCHEME 14

The committee considered a report by the Head of Planning Services seeking approval of edition 14 of the Fife Development Plan Scheme for publication.

Members were advised that the date Fife Council expect to receive the Examination Report back from the Scottish Government should be updated to read March 2028 (4Q 2027/28) and not September 2028 (2Q 2028/29) as detailed in Table 1 of the report and within Appendix 1. The Development Plan Scheme would be amended before publication and submission to Scottish Ministers. It should be noted, however, that this change would not affect any other date in the Development Plan Scheme or the overall adoption date which remained at May 2028 (1Q 2028/29).

#### **Decision**

The committee:-

- (1) approved, for adoption, the 2024 Fife Development Plan Scheme (fourteenth edition) for publication, deposit and copying to Scottish Ministers (Appendix 1); and
- (2) delegated non-substantive edits to the Head of Planning Services.

### 307. CLIMATE CHANGE - PUBLIC BODIES DUTY REPORT

The committee considered a report by the Head of Planning Services presenting Fife Council's annual submission of its 'Public Bodies (Climate Change) Duties Report' for financial year 2023-24 for approval.

Members were advised that the Scottish Parliament had changed the national targets earlier this week and reference within the report to long-term targets no longer existed and at para. 2.2.3 of the report, this should read scope 2 emissions and not scope 1 as detailed in the report.

#### **Decision**

The committee approved the draft Public Bodies Duties Report instructing officers to submit to the Scottish Government by 30 November 2024.

### 308. TREASURY MANAGEMENT ANNUAL REPORT 2023-24 AND UPDATE 2024-25

The committee considered a report by the Executive Director (Finance and Corporate Services) presenting an annual report and update prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) publication, Treasury Management in the Public Services – Code of Practice and Cross Sectorial Guidance Notes. The report provided an update against the Annual Treasury Policy and Investment Strategy for both the previous year and the current year to date.

**Decision**

The committee considered and commented on the contents of the report.

*Councillors David Barratt and Sarah Neal left the meeting during consideration of the above item.*

**309. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

**Decision**

The committee noted the list of outstanding remits from committees.



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

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

**30 September 2024**

**10.00 am – 12.45 pm**

**PRESENT:** Councillors David Dempsey (Convener), Tom Adams, David Alexander, Lesley Backhouse, John Beare, Al Clark, Gordon Pryde, Ann Verner and Ross Vettraino (substituting for Councillor Alycia Hayes).

**ATTENDING:** Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance; Les Robertson, Head of Revenue and Commercial Services, Laura Robertson, Pensions Service Manager, Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Clare Whyte, Risk Management Team Leader, Hazel Hastie, Auditor, Audit and Risk Management Services, Anne Bence, Accountant, Paul Noble, Accountant, Tracy Hirst, Finance Operations Manager and Caroline Macdonald, Procurement Service Manager, Finance and Corporate Services; Martin Kotlewski, Service Manager (BTS Solutions and Service Assurance), Business Technology Solutions; Jacqui Cameron, Service Manager (Human Resources Policy and Reward), Human Resources; Alan Paul, Head of Property Services; Sinead O'Donnell, Policy and Delivery Manager (Communications and Engagement), Michelle Smith, Change and Improvement Consultant, David Paterson, Community Manager (Levenmouth Area), Communities and Neighbourhoods, Communities Directorate; Lindsay Thomson, Head of Legal and Democratic Services, Elona Thomson, Committee Officer and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Andrew Ferguson, Amy Hughes and Karen Jones, Azets Audit Services.

**APOLOGIES FOR ABSENCE:** Councillors Aude Boubaker-Calder and Alycia Hayes.

**113. DECLARATIONS OF INTEREST**

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

**114. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee of 22 August 2024.

**Decision**

The committee agreed to approve the minute.

**115. BEST VALUE CORPORATE SELF-ASSESSMENT**

The committee considered a report by the Chief Executive presenting the corporate self-assessment report, demonstrating how Fife Council was delivering on Best Value requirements.

**Decision**

The committee: -

- (1) noted the first annual self-assessment of how Fife Council was delivering Best Value;
- (2) agreed that the Controller of Audit report would be submitted to this committee on 13 February 2025 and that officers would engage with members in relation to completion of the Best Value report, prior to submission of the report to this committee later in 2025; and
- (3) agreed the report would be made available to the public via the best value section of the council's performance pages on the Fife Council website.

**116. FIFE COUNCIL AND CHARITABLE TRUSTS - ANNUAL AUDIT REPORT AND AUDITED ACCOUNTS 2023-24**

The committee considered a report by the Executive Director (Finance and Corporate Services) containing the Audited Accounts for Fife Council and Charitable Trusts for 2023-24 as well as the Annual Audit Report. The report also provided a brief response to the External Auditor's report to Fife Council and the Controller of Audit.

**Decision**

The committee: -

- (1) agreed to approve the Fife Council and Charitable Trusts Audited Accounts for signature;
- (2) noted the report by Azets, the council's External Auditors, and the management responses from Fife Council;
- (3) agreed that a report on the findings from the Annual Audit - Best Value Thematic Review, carried out by Azets External Auditors, would be submitted to the next meeting of this committee on 25 November 2024; and
- (4) extended their thanks and appreciation to all staff across council services and to Azets Audit Services for their contributions and assistance during the accounting and auditing process.

*The committee adjourned at 11.30 am and reconvened at 11.45 am.*

**117. 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 that had been finalised since the previous meeting of the committee on 22 August 2024. The report also highlighted areas of concern and, if applicable, instances where services were not taking appropriate action.

**Decision**

The committee noted the contents of the report, including the summary of findings detailed at Appendix 1 in the report.

**118. RISK MANAGEMENT UPDATE**

The committee considered a report by the Service Manager, Audit and Risk Management Services in relation to the updated council's Risk Management Policy and Strategy document and provided an update on progress made towards implementing the Risk Management Improvement Plan (RMIP) and Roll Out Plan.

**Decision**

The committee:-

- (1) approved the council's revised Risk Management Policy and Strategy which included the risk appetite and roles and responsibilities as detailed within Appendix A to the report;
- (2) noted the contents of the RMIP and status of actions as detailed within Appendix B to the report;
- (3) noted the summarised contents and progress of the Roll Out Plan as detailed within Appendix C to the report; and
- (4) noted that further updates on Risk Management arrangements would be provided throughout 2024/25 in line with the Policy and Strategy document.

**119. NATIONAL FRAUD INITIATIVE (NFI) SCOTLAND**

The committee considered a report by Service Manager Audit and Risk Management Services providing a copy of Audit Scotland's national report on the 2022/23 National Fraud Initiative (NFI) exercise, and an update on local planning and preparations for the 2024/25 NFI exercise.

**Decision**

The committee:-

- (1) noted Audit Scotland's national report summarising the outcomes from the 2022/23 NFI exercise, published August 2024 and detailed within Appendix A to the report;

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- (2) noted progress towards planning and preparations for the 2024/25 NFI exercise; and
- (3) reviewed the completed NFI Self-Appraisal Checklist, for those charged with governance, detailed within Appendix B to the report.

### 120. **STANDARDS AUDIT AND RISK COMMITTEE WORK PLAN**

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

#### **Decision**

The committee:-

- (1) noted the content of the workplan of the Standards, Audit and Risk Committee;
- (2) agreed that the committee meeting scheduled for 31 October 2024 would be cancelled as it was not required following the committee's approval of the accounts;
- (3) agreed the Best Value Controller of Audit Report (including the Best Value Thematic Review) would be submitted to the 24 April 2025 committee meeting;
- (4) requested if reports on Member Officer Protocol and Whistle Blowing Procedures could be submitted to a future meeting of this committee for consideration and review; and
- (5) agreed a report on Corporate Fraud Activity would be submitted to the next meeting of the committee on 28 November 2024.

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### THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING

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

24 September 2024

10.00 am – 12.20 pm

**PRESENT:** Committee - Councillors Dave Dempsey (Convener), David Alexander, Naz Anis-Miah, Colin Davidson and Gordon Pryde.

Fife Pension Board – Councillor Lynn Ballantyne-Wardlaw (Chair), Robert Graham, Ross Hugh, Colin Paterson, Thomas Templeman and Vicki Wyse.

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

**ALSO ATTENDING:** Emmanuel Bocquet, Chief Investment Officer and Albert Chen Portfolio Manager, Lothian Pension Fund; Karen Jones, Director of Audit and Assurance, Azets Audit Services and Clare Scott, Independent Professional Observer.

**APOLOGIES FOR ABSENCE:** Committee - Councillors James Calder and Jane Ann Liston.

#### 120. DECLARATIONS OF INTEREST

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

#### 121. MINUTES

The committee considered:-

- (a) the minute of the meeting of the Pensions Committee of 28 June 2024;

##### Decision

The committee:-

- (1) noted concerns that the last three meetings of the committee had barely reached the required minimum quorum, despite political party Group Leaders and the Executive Director, Finance and Corporate Services, escalating the importance of achieving a quorum to committee members.

The Head of Finance was asked to convey to Group Leaders and the Executive Director there had been no increase in the number of members attending committee meetings; and

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- (2) otherwise agreed to approve the minute.
- (b) the minute of the pre-meeting of the Fife Pension Board of 27 June 2024.

### **Decision**

The committee noted the minute of the pre-meeting of Fife Pension Board.

- (c) the minute of the post-meeting of Fife Pension Board of 28 June 2024.

### **Decision**

The committee noted:-

- (1) the minute of the post-meeting of Fife Pension Board; and
- (2) that the Board had agreed the annual re-appointment of Board members as follows:-
  - Chairperson - Ross Hugh, employee representative; and
  - Joint Secretaries - Colin Paterson, employee representative and Vicki Wyse, Admitted body employer representative.

The re-appointments would take effect from December 2024.

## 122. STATEMENT OF INVESTMENT PRINCIPLES

The committee considered a report by the Head of Finance introducing the annual review of the Statement of Investment Principles (SIP) for Fife Pension Fund which replaced the (SIP) agreed by the Committee in September 2022. The report outlined governance arrangements for the implementation of investment strategy and the assurance provided and outlined the format and frequency of reporting to committee

### **Decision**

The committee:-

- (1) noted potential inconsistencies within the report when compared with the Investment Strategy report presented to the committee in March 2024. The Head of Finance was requested to review and compare the detail of both reports from March 2024 and September 2024 and to make any necessary amendments to provide clarity within the detail of the report;
- (2) acknowledged that the Head of Finance had agreed to incorporate detail relating to the Joint Investment Forum (JIF) in the confidential report on Investment Performance so the committee and Board were aware of the ongoing work with the JIF;
- (3) instructed the Head of Finance to circulate to members the guidance issued from the Scheme Advisory Board in England relating to funds exposed to lobbying on armaments to raise awareness and understanding of the subject matter; and

- (4) otherwise agreed to adopt the revised Statement of Investment Principles.

**123. FIFE PENSION FUND - STATEMENT OF RESPONSIBLE INVESTMENT PRINCIPLES**

The committee considered a report by the Head of Finance outlining the review and proposed changes to the Statement of Responsible Investment Principles (SRIP) attached at Appendix 1 and intended to complement the Statement of Investment Principles (SIP), a statutory document.

**Decision**

The committee agreed to accept the highlighted amendments to the Statement of Responsible Investment Principles (SRIP) and to update the SRIP as necessary.

**124. FIFE PENSION FUND - BUSINESS PLAN UPDATE AND ADMINISTRATION ACTIVITY TO 30 JUNE 2024**

The committee considered a report by the Head of Finance providing an update on the activities undertaken by the wider pension team during the first quarter of 2024-25. The report was organised into three sections and provided updates on the development activities identified in the Business Plan and administration activity undertaken. The report concluded with more in-depth consideration of the performance of the Pensions Administration team by providing details of the agreed key performance indicators.

**Decision**

The committee :-

- (1) considered and noted the progress made on the key Business Plan activities;
- (2) noted the range of additional activities carried out by the team over the last quarter;
- (3) considered and noted the level of quarterly performance relative to the target and to the same quarter of the previous year;
- (4) acknowledged the revised presentation of KPI information detailed in Appendix 1 to the report;
- (5) requested the draft action plan arising from the introduction of the new Code in March 2024 be submitted to the next meeting of the committee on 13 December 2024; and
- (6) reminded members that if recordings of training events were viewed by them after the event had taken place, this would contribute to their mandatory training hours and to contact the Committee Officer to update their training records.

*During consideration of the above item, Councillor Naz Anis-Miah left the meeting at 10.44 am and rejoined the meeting at 10.46 am, left the meeting at 10.50 am and rejoined the meeting at 11.06 am.*

**125. RISK MANAGEMENT UPDATE**

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

**Decision**

The committee noted:-

- (1) the contents of the report; and
- (2) that the risks were reviewed on a regular basis and reports would be brought forward on a quarterly basis.

**126. PENSIONS COMMITTEE WORKPLAN AND TRAINING PLAN**

The committee considered a report by the Head of Finance providing an overview of the proposed agendas for future meetings of the Pensions Committee and the annual cycle. The report also highlighted the proposed internal training sessions designed to complement committee meetings and allow members additional time to explore topics in depth.

**Decision**

The committee:-

- (1) noted the agenda planning document and the scheduled training dates;
- (2) agreed to include in the workplan a report providing an update on the General Code of Practice at the meeting on 13 December 2024;
- (3) noted a request from the Chair of the Board to consider amending the Board's Constitution from appointing one Admitted Body employer representative and one Scheduled Body employer representative to appointing both positions with either or both of the Employer Bodies; and
- (4) in relation to the Board's request to amend the Board's Constitution (detailed at (3) above), agreed that the Head of Finance would seek further advice on the possibility of amending the Board's Constitution which would be submitted as an emergency item at the next meeting of the Board on 30 September 2024 if appropriate.

*The committee adjourned at 11.35am and reconvened at 11.45 am*

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



**127. FIFE PENSION FUND - INVESTMENT UPDATE (PRIVATE REPORT)**

The committee considered a report by the Head of Finance providing an overview of the Fund's investments at 30 June 2024. A verbal update of manager monitoring activity was provided at the meeting on 10 September 2024.

**Decision**

The committee noted:-

- (1) the Fund's strategic asset allocation and current allocations relative to target;
- (2) the value of the Fund's assets on 30 June 2024 after returning +0.5% over the quarter;
- (3) that the Fund's strategic policy group allocations were within the permitted allocation ranges; and
- (4) that longer term absolute returns were strong and relative returns were above the liability benchmark.

*During consideration of the above item, Councillor Naz Anis-Miah left the meeting at 11.55 am and rejoined the meeting at 12.02 pm, left the meeting at 12.11 pm and rejoined the meeting at 12.17 pm.*

**THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING**

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

**30 September 2024**

**2.00 pm – 2.50 pm**

**PRESENT:** **Committee** - Councillors David Dempsey (Convener), David Alexander, Naz Anis-Miah, James Calder, Colin Davidson, Jane Ann Liston, Nicola Patrick and Gordon Pryde.

**Fife Pension Board** – Councillors Lynn Ballantyne-Wardlaw (Chair) and Tom Adams, Robert Graham and Ross Hugh.

**ATTENDING:** Elaine Muir, Head of Finance; Laura Robertson, Pensions Service Manager; Pamela Redpath, Service Manager - Audit and Risk Management Services; Lesley Robb, Lead Officer - Committee Services and Wendy MacGregor, Committee Officer, Committee Services; Legal and Democratic Services.

**ALSO ATTENDING:** Karen Jones, Director of Audit and Assurance, Azets Audit Services.

**APOLOGY FOR ABSENCE:** **Committee** - Councillor Sarah Neal.

**Fife Pension Board** - Colin Paterson, Thomas Templeman and Vicki Wyse.

**128. DECLARATIONS OF INTEREST**

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

Prior to discussion of the following item, the Head of Finance provided a verbal update relating to the vacancy for a Scheduled Body Employer on the Fife Pension Board, requested as an emergency item on the agenda, by the Fife Pension Board at the previous Pensions committee meeting on 24 September 2024.

The Head of Finance outlined a series of actions that would be taken in a final attempt to fill the vacancy on the Board from the pool of Scheduled Body employers. If the vacancy was unable to be filled and the position opened up to the Admitted Body employers as requested by the Board, the Board's Constitution would require to be amended and a Special meeting of the Pensions Committee would need to be arranged.

The committee agreed with the actions outlined by the Head of Finance and noted an update to members and the Board would be provided in due course.

**129. FIFE PENSION FUND ANNUAL REPORT AND ACCOUNTS - FINAL**

The committee considered a report by the Head of Finance presenting the Audited Accounts for Fife Pension Fund for 2023-24, as well as the Annual Audit Report. A brief response to the External Auditor's report to the Pensions Committee and the Controller of Audit was also provided.

**Decision**

The committee:-

- (1) thanked staff across Fife Council and Azets Audit Services for their efforts and contribution during the process;
- (2) otherwise, agreed to approve the Audited Accounts for signature; and
- (3) noted the positive report by Azets, the Council's and Fund's External Auditors, and the management response.

*Councillor Colin Davidson joined the meeting during consideration of the above item.*

**130. 2024/25 INTERNAL AUDIT PLAN**

The committee considered a report by the Service Manager, Audit and Risk Management Services seeking approval for the Fife Pension Fund's Internal Audit Plan for the 2024/25 financial year.

**Decision**

The committee approved the 2024/25 Internal Audit Plan as detailed in Appendix A of the report.

**131. NATIONAL FRAUD INITIATIVE (NFI) IN SCOTLAND**

The committee considered a report by the Service Manager, Audit and Risk Management Services relating to Audit Scotland's national report on the 2022/23 National Fraud Initiative (NFI) exercise and updating on Fife Council's preparations for the 2024/25 NFI exercise.

**Decision**

The committee noted:-

- (1) Audit Scotland's national report summarising the outcomes from the 2022/23 NFI exercise, published in August 2024, detailed in Appendix A of the report, including page 20 of the report relating to Pensions;
- (2) Fife Council's preparations to date relating to the 2024/25 NFI exercise; and
- (3) the completed NFI Self-Appraisal Checklist, for those charged with governance, detailed in Appendix B of the report.

**THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – BLENDED MEETING**

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

**2 October 2024**

**2.00 pm – 5.15 pm**

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

**ATTENDING:** Norman Laird, Community Manager (Glenrothes) and Chris Mieзитis, Area Community Development Team Manager, Communities and Neighbourhoods Service; Charlotte Stitchell, Housing Team Manager, Housing Services; Karen Lees, Education Manager, Education Service; Susan Keenlyside, Service Manager, Sustainable Transport and Parking, Lesley Craig, Lead Consultant, Traffic Management, Keith Johnston, Technician Engineer, Traffic Management and Emma Gilmour, Lead Consultant, Transport Networks, Roads and Transportation Services; and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Jan Wincott.

Following the resignation of Councillor Craig Walker as Convener from the Glenrothes Area Committee, Councillor Ross Vettraino (Depute Convener) took the chair until the appointment of Convener was made.

**URGENT BUSINESS**

In terms of Standing Order No. 36.4, the Depute Convener agreed to accept an additional item which he considered was relevant, competent and urgent due to the financial implications and successful delivery of the proposed initiative in schools. This would be considered after item 11 on the agenda (Para. No 139 below refers).

**129. DECLARATIONS OF INTEREST**

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

**130. MINUTE**

The committee considered the minute of the Glenrothes Area committee of 21 August 2024.

**Decision**

The committee agreed to approve the minute.

**131. APPOINTMENT OF CONVENER**

Councillor Craig Walker, seconded by Councillor Julie Ford, proposed that Councillor John Beare be appointed Convener of Glenrothes Area Committee.

**Decision**

There being no other nominations, Councillor John Beare was duly appointed as Convener of the Glenrothes Area Committee.

*The meeting adjourned at 2.05 pm and reconvened at 2.10 pm to allow the convener to take the chair.*

The Convener, on behalf of the committee, thanked Councillor Walker for all his good work and contribution to the local area during his convenership of the Glenrothes Area Committee.

Councillor Walker reflected on the notable achievements attained during his time convening the area committee which included the £1 million Covid Recovery Fund spends, the Glenwood Regeneration and Community Hub programmes, the Glenrothes Linked Together Project to tackle anti-social behaviour within the local area, the Riverside Park regeneration works and the recent demolition of Rothesay House which would support the towns regeneration programme. He went on to thank elected members and council officers for their help and support during his convenership of the committee.

**132. PETITION**

In terms of Standing Order No. 14, the committee considered a petition submitted by Ms. Liene Alekse, containing thirty-five signatures, relating to additional parking spaces at Tiel Path, Dura Crescent and Bighty Court, Glenrothes. The Convener invited the Local Area Housing Manager, Housing Services to present her report in response to the petition.

**Decision**

The committee agreed:

- (1) to develop a feasibility design to look at the costings associated for extending the existing car park/recycling area;
- (2) on the designs and cost estimates for extending the current car park behind the garage lock-ups with the potential for a phased expansion into the grassed area further down the line dependent on costs; and
- (3) to support option 1 at an estimated cost of £39,553.77 to be funded from the Glenrothes Area Housing Budget.

**133. AREA HOUSING PLAN UPDATE - GLENROTHES**

The committee considered a report by the Head of Housing Services seeking approval for a revised Area Housing Plan 2024-25 setting out area performance, service delivery and highlighting key housing issues for consideration.

**Decision**

The committee agreed:-

- (1) to approve the Glenrothes Area Housing Plan for 2024 – 2025; and

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- (2) that Housing Services would facilitate a working group to look at the objectives and progression of a range of issues identified within the local Glenrothes Area Housing Plan.

### 134. **GLENROTHES AREA TRANSPORTATION PLAN**

The committee considered a report by the Head of Roads and Transportation Services seeking approval of the Glenrothes Area Transport Plan for 2024-2025.

#### **Decision**

The committee agreed:-

- (1) to approve the Glenrothes Area Transport Plan 2024-2025, as detailed in Appendix 1 of the report;
- (2) to delegate to the Head of Roads and Transportation Services to make any minor amendments to the plan prior to publication; and
- (3) that update reports on the transport delivery plan would be presented to the Glenrothes Area Committee on an annual basis.

*The meeting adjourned at 3.45 pm and reconvened at 3.55 pm.*

*Councillor Altany Craik left the meeting following consideration of the above item.*

### 135. **PROPOSED 20MPH ZONES – NEW HOUSING DEVELOPMENT, KINGLASSIE**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 20mph zone on roads constructed within the new housing development and an extension to the current 20mph zone on the B921, east of Kinglassie.

#### **Decision**

The committee, in the interests of road safety, agreed:-

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce a 20mph zone as detailed in Appendices 1 and 2, drawing nos. TRO24/45-EXIS and TRO24/25-PROP with all ancillary procedures; and
- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 136. **SCHOOL EXCLUSION ZONE (SCHOOL STREET) TRIAL – PITCOUDIE PRIMARY SCHOOL, GLENROTHES**

The committee considered a report by the Head of Roads and Transportation Services advising members on the results of the School Exclusion Zone (SEZ) Trial Project for the pilot site at Pitcoudie Primary School, Glenrothes.

#### **Decision**

The committee: -

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

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- (2) agreed that the Convener would contact the Head of Transportation Services and the Head of Education Services to raise the committee's concerns in relation to parking in and around schools in the Glenrothes Area and seek assurance that the schools transport plans would include service concerns around parking in schools.

### 137. IONA PARK, GLENROTHES – PROPOSED NO LOADING RESTRICTION

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce a 'No Loading' restriction on Iona Park, Glenrothes.

#### **Decision**

The committee, in the interests of accessibility, agreed:-

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO24/38 with all ancillary procedures; and
- (2) to authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

### 138. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS

The committee considered a report by the Head of Service, Education Directorate presenting a summary of the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24, focusing on the Glenrothes area results.

#### **Decision**

The committee noted: -

- (1) the findings and considerations of next steps as outlined in the report; and
- (2) that schools welcomed contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they responded to the findings of the ParentWise and PupilWise 2023/24.

### 139. URGENT ITEM - SUPPORTING THE GLENROTHES LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST.

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £28,800 from the Local Community Planning Budget to support the delivery of a schools-based initiative, "Human Utopia", across the three Glenrothes Area High Schools for the 2024/25 financial year.

#### **Decision**

The committee agreed to allocate £28,800 from the Local Community Planning Budget to support the delivery of the "Human Utopia" initiative across the three Glenrothes Area High Schools.

**140. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**141. GLENROTHES AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee:-

- (1) noted the draft workplan for the Glenrothes Area Committee;
- (2) with reference to para 133 (2) above, agreed that a working group be established to look at the Glenrothes Area Local Housing Plan;
- (3) with reference to para 134 (3) above, agreed that the Glenrothes Area Transportation Plan would be submitted to committee on an annual basis; and
- (4) otherwise agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee.



**THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING**

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

**2 October 2024**

**9.30 am – 11.00 am**

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

**ATTENDING:** David Paterson, Community Manager (Levenmouth), Communities and Neighbourhoods Service; Peter Nicol, Housing Team Manager, Catherine Grant, Housing Professional Housing Strategy, Housing Services; Mary McKay, Education Manager, Education Services and Kerry Elliott, Committee Officer, Legal and Democratic Services.

**164. DECLARATIONS OF INTEREST**

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

**165. MINUTE**

The committee considered the minute of the Levenmouth Area Committee of 21 August 2024.

**Decision**

The committee agreed to approve the minute.

**166. AREA HOUSING PLAN 2024-25**

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan for the period 2024-2025 which sets out area performance, service delivery and key housing issues for consideration.

**Decision**

The committee considered the report and agreed : -

- (1) that the Area Housing Plan 2024-2025 required to be further developed;
- (2) that the revised version of the Area Housing Plan 2024 - 2025 would be submitted for approval at the Levenmouth Area Committee of 27 November 2024; and
- (3) to approve the Area Lettings Plan 2024-2027.

**167. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS**

The committee considered a report by the Head of Education Services summarising the Parentwise and Pupilwise survey process undertaken across Fife in the academic session 2023/24, with a focus on results in the Levenmouth Area.

**Decision**

The committee noted: -

- (1) the findings of the surveys and the next steps in response to the results; and
- (2) that schools would welcome contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they were responding to the findings of the ParentWise and PupilWise 2023/24 surveys.

**168. SUPPORTING THE LEVENMOUTH LOCAL PLAN – CAPITAL PROJECT OVERVIEW 2023-2025 AND ALLOCATION OF CAPITAL FUNDS**

The committee considered a report by the Head of Communities and Neighbourhoods Service advising members of the status of capital works proposals in the Levenmouth area. The report also sought agreement to provisionally allocate £35,000 towards the Herd Park Pavilion proposal, and £77,500 towards the Bishops Court Public Realm Improvement from local capital budgets.

**Decision**

The committee: -

- (1) noted the status relating to a range of capital projects for the Levenmouth area;
- (2) provisionally agreed the allocation of area capital funding to the Bishops Court Public Realm Project of £77,500, pending a more detailed report to the Area Committee in November 2024; and
- (3) provisionally agreed the allocation of funding to the Herd Park Pavilion Renewal project of £35,000, pending a more detailed report to the Area Committee in November 2024.

**169. SUPPORTING THE LEVENMOUTH LOCAL PLAN - CONFIRMATION OF FUNDING – BUCKHAVEN ACCESS PATH LIGHTING**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement of a total of £20,000 from the ward 22 budget to carry out the lighting of an access path link between College Street and Erskine Street, Buckhaven.

**Decision**

The committee: -

- (1) agreed a contribution of £20,000 from the ward 22 budget to allow this lighting project to progress; and
- (2) noted that this work would be added onto an existing Transportation lighting contract upgrade at Erskine Street, Buckhaven.

**170. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – CASTLE FURNITURE- LEVENMOUTH INDEPENDENCE INITIATIVE (LII) -ANTI POVERTY YEAR 2**

In order to allow for further information to be included in the report, the committee agreed to defer this item for consideration at the Levenmouth Area Committee of 27 November 2024.

**171. PROPERTY TRANSACTIONS**

The committee considered a report by the Head of Property Services 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.

**172. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director, Finance and Corporate Services, relating to the future work programme of the Levenmouth Area Committee.

**Decision**

The committee: -

- (1) noted the content of the Levenmouth Area Committee forward work programme; and
- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee.

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

Regency House, Halbeath

1 October 2024

9.30 am – 11.00 am

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

**ATTENDING:** Andrew Gallacher, Community Manager, Lindsay Gilfillan, Project Manager, Louise Whyte, Capital Projects Manager, Communities and Neighbourhoods Service; Lynne Johnston, Business Change Manager, Housing Services; Alan Cumming, Education Manager, Education Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

#### 164. DECLARATIONS OF INTEREST

Councillor Hilton declared an interest in Paragraphs 166 and 167 relating to funding for a Community Food Development Worker – as her employer had a connection to the applications.

Councillors Glen and Hall-Muir both declared an interest in Paragraph 168 – Dunfermline Skatepark Budget Request – as they were both members of the Dunfermline Regeneration Trust.

#### 165. MINUTE

The committee considered the minute of the meeting of the City of Dunfermline Area Committee of 20 August 2024.

##### Decision

The committee agreed to approve the minute.

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

#### 166. COMMUNITY RECOVERY FUND (CRF) PROPOSALS - COMMUNITY FOOD DEVELOPMENT WORKER AND DULOCH PARK AND CALAIS WOODS IMPROVEMENTS

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for a contribution of £21,076 to support an extension to the current Community Food Development Worker post and £22,400 for improvements to local parkland and woodland in Duloch and Calais Woods.

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### **Decision**

The committee agreed the following contributions from the Community Recovery Fund:-

- (1) £21,076 to extend the Community Food Development Worker post; and
- (2) £22,300 for improvements to Duloch Park and Calais Woods.

### **167. LOCAL COMMUNITY PLANNING BUDGET REQUEST - COMMUNITY FOOD DEVELOPMENT WORKER**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for a contribution of £21,076 from the Local Community Planning Budget anti poverty fund to support an extension to the Community Food Development Worker post.

### **Decision**

The committee agreed to allocate £21,076 from the Local Community Planning Budget anti poverty fund to support an extension to the Community Food Development Worker post.

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

*Prior to consideration of the following item, Councillors Glen and Hall Muir, having declared an interest, left the meeting at this point.*

### **168. DUNFERMLINE SKATEPARK BUDGET REQUEST**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval to re-allocate funds from a number of budgets to support the Dunfermline Skatepark refurbishment.

### **Decision**

The committee agreed to re-allocate the following funds to support the refurbishment of Dunfermline Skatepark:-

- (1) £30,369 from the 2017 - 2019 unallocated Area Capital Budget;
- (2) £35,525 from the unspent budget previously allocated to Wellwood Play Area from the Improving Health through Leisure and Sport budget;
- (3) £18,871 from the unallocated budget from Improving Health through Leisure and Sport; and
- (4) £20,000 from Duloch Green Gym, as recommended by the previous Area Committee Convener.

*Councillors Glen and Hall-Muir re-joined the meeting following consideration of the above item.*

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### 169. AREA HOUSING PLAN UPDATE 2024 - 2025

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

#### Decision

The committee agreed to approve the revised Area Housing and Lettings Plan for the City of Dunfermline 2024 – 2025.

### 170. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS

The committee considered a report by the Head of Education Services presenting a summary of the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24, with a focus on the City of Dunfermline area results.

#### Decision

The committee noted:-

- (1) the findings of the surveys and the next steps in response to the results; and
- (2) that schools would welcome contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they were responding to the findings of the ParentWise and PupilWise 2023/24 surveys

### 171. PROPERTY TRANSACTIONS

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

#### Decision

The committee noted the contents of the report.

### 172. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME

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

#### Decision

The committee:-

- (1) noted the draft workplan for City of Dunfermline Area Committee; and
- (2) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

**THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING**

**Small Committee Room, 1st Floor, Town House, Kirkcaldy**

**22 October 2024**

**2.00 pm – 3.50pm**

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

**ATTENDING:** Julie Dickson, Community Manager, Communities and Neighbourhoods Service; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Alan Cumming, Education Manager, Education and Children's Services; Rob Bowditch, Service Manager, Public and Environmental Protection, Kenny Bisset, Lead Officer, Environmental Health, Protective Services; Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Service; Lesley Robb, Lead Officer and Elona Thomson, Committee Officer, Legal and Democratic Services.

**119. DECLARATIONS OF INTEREST**

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

**120. MINUTE**

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 27 August 2024.

**Decision**

The committee agreed to approve the minute.

**121. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - ANNUAL REPORT 2023**

The committee considered a report by the Head of Protective Services providing the findings of the latest 2023 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

**Decision**

The committee: -

- (1) noted the contents of the general report and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex;

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- (2) noted the latest noise and air quality monitoring arrangements introduced around the complex; and
- (3) provided feedback on additional information that could be included for future annual general reports.

### 122. EDUCATION - PUPILWISE AND PARENTWISE SURVEYS

The committee considered a report by the Head of Service Education, presenting a summary of the Parentwise and Pupilwise survey undertaken across Fife in academic session 2023/24, with a focus on the Kirkcaldy Area results.

#### **Decision**

The committee noted: -

- (1) the findings of the surveys and the next steps in response to the results; and
- (2) that schools would welcome contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they were responding to the findings of the ParentWise and PupilWise 2023/24 surveys.

### 123. COMPLAINTS ANNUAL UPDATE

The committee considered a report by the Executive Director Communities providing an overview of complaints received relating to the Kirkcaldy area for the period 1 April 2023 to 31 March 2024.

#### **Decision**

The committee noted: -

- (1) the contents of the report, in particular, the complaints responded to in target timescales and the proportionality of Service complaints; and
- (2) that officers would speak to key staff to ensure complaints which were received via elected members were being logged appropriately.

### 125. SCHOOL EXCLUSION ZONE (SCHOOL STREET) TRIAL - ST MARIE'S RC PRIMARY SCHOOL KIRKCALDY

The committee considered a report by the Head of Roads and Transportation Services advising on the results of the School Exclusion Zone (SEZ) Trial Project for the pilot site at St Marie's RC Primary School, Kirkcaldy.

#### **Decision**

The committee noted: -

- (1) the contents of the report and appendix;
- (2) officers would continue to further review the trial with the school and ward members throughout the temporary period of the project; and



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- (3) officers agreed to consider other schools in the area on a case-by-case basis for school exclusion zone trials and elected members should advise on any school they wish to be considered.

### 126. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services 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.

### 127. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

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

#### **Decision**

The committee:

- (1) noted and reviewed the Kirkcaldy Area Forward Work Programme;
- (2) agreed that a Members Workshop be arranged to allow for further discussion on Vacant and Derelict Land in the Kirkcaldy Town Centre Area;
- (3) requested that the upcoming Area Housing Plan report include details on any major housing projects being undertaken within the Kirkcaldy Area, including any programmes on roof replacements;
- (4) suggested that officers be approached to submit an update on any further proposed projects on conversion of buildings within town parks in the Kirkcaldy Area; and
- (5) requested a further update be provided on the redevelopment of Templehall Community Centre.

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

County Hall, County Buildings, Cupar

23 October 2024

9.30 am – 12.30 pm

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

**ATTENDING:** Kirstie Freeman, Community Manager - North East Fife, Communities and Neighbourhoods Service; Claire Hallett, Housing Manager, Housing Services; Alan Paul, Head of Property Services, Michael O’Gorman, Service Manager, Estates and Asset Management, Morag Millar, Service Manager, Place, Programmes and Policies, Property Services; David Grove, Lead Officer Town Centre Development, Business and Employability Service; Allan Maclean, Lead Consultant, Sustainable Traffic and Travel, Andrew Tejada, Technician Engineer, Sustainable Traffic and Travel, Nigel Hampton, Technician Engineer, Traffic Management, Roads and Transportation Services; Sandy Anderson, Service Manager, Domestic Waste and Street Cleansing, Environment and Building Services; Helena Couperwhite, Service Manager, Committee Services, Philip Blair, Team Manager, Legal Services and Diane Barnet, Committee Officer, Committee Services, Legal and Democratic Services.

**ALSO ATTENDING:** Dr Lydia Cole, lead petitioner; Richard Sanderson, Chair and James Taylor, St Andrews Space for Cycling (for paragraph 171); Simon Baldwin, Director; Bill Harvey, Director, Destination Digital and James Hair, Chair, ABCD (Cupar’s Business Association) (for paragraph 174).

**APOLOGIES FOR ABSENCE:** Councillors Allan Knox and Jonny Tepp.

#### 169. DECLARATIONS OF INTEREST

Councillor Kennedy declared an interest in paragraphs 174 and 175 – CuparNow and Digital Improvement District (DID) Renewal Process – as she was a member of the Steering Group (owners and managers of businesses and organisations in Cupar).

Councillor Lawson declared an interest in paragraph 183 - St Andrews Common Good Fund - application for assistance: fisherman's stores roof repairs – as he was a council appointed member of the Harbour Trust, however, in terms of the Councillor Code of Conduct, a specific exclusion applied and Councillor Lawson remained in the meeting for the item.

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Councillor Verner also declared an interest in paragraph 183 - as she was a member of the Harbour Trust.

Councillor Hayes, for transparency reasons, stated that she had a connection relating to paragraph 178 – Kingsbarns speed limit amendments – as she lived in Kingsbarns but did not consider this amounted to an interest and remained in the meeting for the item.

### 170. **MINUTE**

The committee considered the minute of meeting of the North East Fife Area Committee of 28 August 2024.

#### **Decision**

The committee approved the minute.

### 171. **PETITION - IMPROVING THE SAFETY OF THE CYCLE PATH BETWEEN ST ANDREWS AND GUARDBRIDGE**

In terms of Standing Order No. 13.0, the committee considered a petition submitted by Dr Lydia Cole, in conjunction with St Andrews Space for Cycling, containing over 400 signatures, the terms of the petition being – 'improving the safety of the cycle path between St Andrews and Guardbridge'. Following which, questions from members were asked and answered.

The convener then invited the Roads and Transportation Services officer to present their report in response to the petition. Following which, questions from members were asked and answered.

#### **Motion**

Councillor Lawson, seconded by Councillor Clark moved to approve the recommendations as detailed in the report.

#### **Amendment**

Councillor Lothian, seconded by Councillor Holt, moved an amendment to recommendation two of the report to include reference to a feasibility study for alternatives.

#### **Roll Call Vote**

For the Motion – 3 votes

Councillors Clark, Lawson and Liston.

For the Amendment – 10 votes

Councillors Corps, Dillon, Hayes, Hoggan, Holt, Kennedy, Kennedy-Dalby, Lothian, MacDiarmid and Verner.

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

**Decision**

The committee:-

- (1) noted the content of the petition requesting an upgrade of the St Andrews to Guardbridge cycle track, acknowledging the health and safety concerns highlighted; and
- (2) acknowledged that at that time, the cycle track did not meet modern design guidance and encouraged officers to continue with their work on a feasibility study of options.

**172. PRESENTATION - 'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT**

**Decision**

The committee agreed to defer this item to a future meeting.

**173. PRESENTATION - NEW CUPAR RECYCLING CENTRE**

The committee considered a presentation and verbal update by the Service Manager, Domestic Waste and Street Cleansing on progress relating to a new Cupar recycling centre, following which questions from members were asked and answered.

**Decision**

The committee requested an elected member briefing and a formal report to a future meeting of the committee, if appropriate.

*Councillor Kennedy, having declared an interest in the following two items, left the meeting at this point.*

**174. PRESENTATION - CUPARNOW**

The committee considered an update from the Director, Destination Digital relating to CuparNow's Digital Improvement District renewal plan progress, following which questions from members were asked and answered.

**Decision**

The committee thanked the Director of Destination Digital for his update.

**175. CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL**

The committee considered a report by the Executive Director Place providing an update on CuparNow's Digital Improvement District renewal plan, the legislative process for the renewal, its current status and options available to Fife Council.

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### **Decision**

The committee:-

- (1) noted that, based on the information received at the time of writing the report, Fife Council could not endorse the current CuparNow Proposal and Business Plan. Officers and Scotland's Improvement Districts Team would continue to offer support to the BID proposer to comply with the BID legislation;
- (2) noted that officers would continue to work with the BID proposer to adopt a best practice operational governance model; and
- (3) agreed to convene a special meeting of the North East Fife Area Committee in the second week of December 2024 to determine the Council's formal position and next steps.

*The committee adjourned at 11:30 am and reconvened at 11.45 am.*

*Councillor Kennedy re-joined the meeting at this point.*

### **176. APPOINTMENT TO EXTERNAL ORGANISATION – EAST FIFE SPORTS COUNCIL'S EXECUTIVE COMMITTEE**

The committee considered a report by the Head of Legal and Democratic Services relating to a request from East Fife Sports Council to appoint a replacement for Councillor Hoggan as a member of the organisation's Executive Committee.

### **Decision**

The committee agreed to appoint Councillor Kennedy-Dalby as a member of the East Fife Sports Council Executive Committee.

### **177. CUPAR AND CUPAR MUIR – SPEED LIMIT AMENDMENTS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the expansion of the 20mph speed limit to cover the remaining urban 30mph speed limit roads and introduction of appropriate 40mph speed reductions on rural approach roads for Cupar and Cupar Muir.

### **Decision**

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO23\_63-1 to 7 (Appendices 1 - 7) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**178. KINGSBARNs – SPEED LIMIT AMENDMENTS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of 20mph speed limits on Main Street and Station Road, Kingsbarns with the introduction of appropriate 40mph speed limits on the A917 approaches.

**Decision**

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24\_39-1 to 3 (Appendices 1 - 3) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**179. CRAIL – SPEED LIMIT AMENDMENTS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of 40mph speed limits on the A917 and B940 approaches to Crail.

**Decision**

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24\_25-3 & 4 (Appendices 1 and 2) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**180. NEWBURGH – PROPOSED 20MPH AND 40MPH SPEED LIMITS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to lower the 30mph speed limit on roads through Newburgh to a 20mph speed limit and create a 40mph buffer zone on A913 Abernethy Road.

**Decision**

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings TRO24\_50 a and b with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**181. AREA HOUSING PLAN AND AREA LETTINGS PLAN REVIEW 2024-25**

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan which set out area performance, service delivery and highlighting key housing issues following consultation with key stakeholders. The previous plan was approved by the committee on 24 November 2021.

**Decision**

The committee approved the revised North East Fife Area Housing plan and Area Lettings Plan for 2024-2025 subject to necessary amendments, including updating of chart data, images and localities, in consultation with the Convener and Depute Convener.

**182. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: EAST BENTS SEA WALL, EAST SANDS**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking, retrospectively, an award of funding for £40,500 from the St Andrews Common Good Fund to assist with the cost of emergency repairs and maintenance following storm damage to the sea wall.

**Decision**

The committee agreed to an award of funding of £40,500 from the St Andrews Common Good Fund to Environment and Building Services toward the cost of emergency repairs and maintenance carried out following storm damage to the sea wall.

*Councillor Verner, having declared an interest in the following item, left the meeting at this point.*

**183. ST ANDREWS COMMON GOOD FUND - APPLICATION FOR ASSISTANCE: FISHERMAN'S STORES ROOF REPAIRS**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking an award of funding of £8,769.54 from the St Andrews Common Good Fund toward the cost of carrying out roof repairs to the Fisherman's Stores.

**Decision**

The committee agreed to an award of funding of £8,769.54 to the council's Estates Team from the St Andrews Common Good Fund toward the cost of carrying out roof repairs to the Fisherman's Stores.

*Councillor Verner re-entered the meeting at this point.*

**184. LOCAL COMMUNITY PLANNING BUDGET REQUEST - CRAIGROTHIE VILLAGE HALL: TOWARDS NET ZERO**

The committee considered a report by the Head of Communities and Neighbourhoods Service, seeking agreement for a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 toward the cost of Craigrothie Village Hall 'Towards Net Zero' project.

**Decision**

The committee agreed to a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 toward the cost of Craigrothie Village Hall 'Towards Net Zero' project.

**185. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**186. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee;
- (2) as outlined at paragraph 172 – 'Humanutopia' secondary schools project – defer to a future meeting, to be advised;
- (3) as outlined at paragraph 173 - New Cupar Recycling Centre – requested an elected member briefing note with a potential report to a future meeting, as appropriate;
- (4) as outlined at paragraph 175 - CuparNow Digital Improvement District (DID) Renewal Proposal – report to be considered at a special meeting of the committee to be arranged for the second week in December, to be advised; and
- (5) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.



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### THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING

Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly.

4 September 2024

2.00 pm – 4.25 pm

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

**ATTENDING:** Anne-Marie Vance, Community Manager – Cowdenbeath Area and Louise Whyte, Capital Projects Manager, Community Projects Team, Communities and Neighbourhoods Service; Amanda Cathrew, Housing Team Manager, Housing Services Operations and Regeneration; Mary Mckay, Education Manager, Education Service; Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management and Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation; David Thomson, Customer Experience Lead Officer, Information Management and Requests, Customer and Online Services; Lesley Robb, Lead Officer - Committee Services and Wendy MacGregor, Committee Officer Legal and Democratic Services.

#### 142. DECLARATIONS OF INTEREST

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

#### 143. MINUTE

The committee considered the minute of the meeting of 12 June 2024.

Arising from the minute with reference to paragraph number 140 Community Engagement - further detail was requested on plans for any future community engagement events. Members agreed similar events organised in the past, such as the Lochore Meadows consultation, had proved to be a valuable exercise and was beneficial when engaging with local communities.

#### Decision

The committee agreed to approve the minute.

#### 144. OBJECTIONS TO PROPOSED ROAD HUMPS - FOULFORD ROAD, COWDENBEATH

The committee considered a report by the Head of Roads and Transportation Services in relation to the consideration of objections to a proposal to introduce road humps on Foulford Road, Cowdenbeath.

**Decision**

The committee agreed to set aside the outstanding two objections to the proposed Road Hump Order (RHO) introducing road humps on Foulford Road, Cowdenbeath as detailed in drawing no. TRO24\_35 (Appendix 1 of the report), to allow the works to be constructed.

**145. PLAY SPACE STRATEGY IMPLEMENTATION - COWDENBEATH AREA**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the approach adopted for the delivery of the proposed play space strategy implementation programme for Cowdenbeath area, taking cognisance of the issues noted around timescales for delivery based on resources, contractor market and funding availability.

**Amendment**

Councillor Bailey-Lee Robb, seconded by Councillor Alistair Bain, moved an amendment to add additional recommendations to the report as follows:-

'Committee requests a briefing note, detailing the total funding available in the Capital Budget over a 10-year period, including a description of the provisional plans for the funding.

Committee also requests a briefing note outlining local community groups/organisations for each area across Cowdenbeath, including any local groups that had been active in the past but were no longer in existence.'

**Decision**

The committee:-

- (1) approved the suggested programme noting project sequencing and timescales for delivery as follows:-
  - (a) Ward 7 - Cullaloe View in 2024/25 and Cowdenbeath Public Park in 2025/26
  - (b) Ward 8 - Balgreggie Open Area in 2024/25 and Denfield Avenue in 2025/26
- (2) agreed the investment allocated to the above projects, as detailed in the report, for delivery between 2024-2026;
- (3) as a result of an amendment proposed by Councillor Robb, seconded by Councillor Bain, the following additional recommendations were agreed:-
  - (a) requested a briefing note detailing the total funding available in the Capital Projects Budget over a 10-year period, including a description of the provisional plans for the funding; and
  - (b) requested a briefing note outlining local community groups for each area across Cowdenbeath, including any local groups that had been active in the past but were no longer in existence.

**146. ANNUAL ROADS PROGRAMME 2023/24 - FINAL REPORT**

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2023-24 Area Roads Programme (ARP).

**Decision**

The committee noted the contents of the report and the appendices.

**147. COMPLAINTS UPDATE**

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Cowdenbeath area for the year from 1 April 2023 to 31 March 2024.

**Amendment**

Councillor Bailey-Lee Robb, seconded by Councillor Lea McLelland, proposed as follows:-

'to refer the matter of Building Services complaints to the Environment, Transportation and Climate Change Scrutiny Committee, due to the high volume of complaints received and timescales to rectify issues, for further scrutiny and consideration and the overall Complaints Process/Policy be referred for further scrutiny to the People and Communities Scrutiny Committee'

**Decision**

The committee:-

- (1) noted the content of the report on complaints received, complaints responded to in target timescales and the proportionality of Service complaints;
- (2) as a result of an amendment proposed by Councillor Robb, seconded by Councillor McLelland, the following additional recommendations were agreed:-
  - (a) requested, in light of the numerous complaints in relation to Building Services, that the matter be referred to the Environment, Transportation and Climate Change Scrutiny Committee for consideration; and
  - (b) requested, that in relation to the overall Complaints Policy/Procedure and the recording of corporate complaints, the matter be referred to the People and Communities Scrutiny Committee for consideration.

**148. EDUCATION - PARENTWISE AND PUPILWISE SURVEYS**

The committee considered a report by the Head of Service, Education Directorate, summarising the Parentwise and Pupilwise survey process undertaken across Fife in academic session 2023/24, focusing on the Cowdenbeath area results.

**Decision**

The committee noted:-

- (1) the findings and considerations of next steps as outlined in the report; and
- (2) that schools welcomed contact from elected members to discuss their approach to engaging with parents/carers and pupils, as well as how they responded to the findings of the ParentWise and PupilWise 2023/24 surveys.

The committee adjourned at 3.25 pm and the reconvened at 3.35 pm.

*Councillor Mary Lockhart left the meeting following consideration of the above item.*

**149. AREA HOUSING PLAN 2024-25**

The committee considered a report by the Head of Housing Services seeking approval for a revised Area Housing Plan 2024-25 setting out area performance, service delivery and highlighting key housing issues for consideration.

**Decision**

The committee agreed to approve the Cowdenbeath Area Housing Plan for 2024 - 2025.

**150. COWDENBEATH AREA - ANTI-POVERTY WORK UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the activity and outcomes of the anti-poverty work undertaken in the Cowdenbeath Area. The work outlined in the report aligned with the key priorities for the Cowdenbeath Area Local Community Plan 2023 - 2026.

**Decision**

The committee:-

- (1) noted the content of the report; and
- (2) agreed that due to the level of detail in the report and sensitive nature of the content, the report would be scrutinised by elected members in more detail at a future Ward meeting or workshop in October 2024.

**151. COWDENBEATH AREA SCHEDULES – UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the 2024/2025 balances and expenditure against the Ward 7, Ward 8, Local Community Planning, Anti-poverty and Community Recovery Fund budgets.

**Decision**

The committee:-

- (1) noted spend on the Ward 7, Ward 8, Local Community Planning and Anti-poverty budgets (referred to in the report as 'Area Revenue Budgets') for 2024/2025 as detailed in Appendix 1 of the report;
- (2) noted spend on the Cowdenbeath Area's Community Recovery Fund budget, as detailed in Appendix 2 of the report;
- (3) approved the reallocation of £30,000 from the Anti-Poverty budget Community Growing proposal to the Minto Wood project;
- (4) agreed that area budget spend would be presented annually to Cowdenbeath Area Committee on the first committee date after the summer recess. This would inform on the area's budget spend for the previous financial year; and
- (5) noted at paragraph 2.4, following the outcome of a workshop on 6 August 2024 a report outlining opportunities identified for support from the Community Recovery Fund budget would be presented at its next meeting on 30 October 2024.

**152. PROPERTY TRANSACTIONS**

The committee considered a report by the Head of Property Services advising of action taken using the list of Officer Powers in relation to property transactions for the Cowdenbeath Area.

**Decision**

The committee noted the contents of the report.

**153. COWDENBEATH AREA COMMITTEE WORKPLAN**

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

**Decision**

The committee:-

- (1) noted the contents of the work plan;
- (2) noted the report on the Community Recovery Fund would be submitted to the committee meeting on 30 October 2024;
- (3) requested a report detailing job vacancies across the Cowdenbeath area, outlining the impact this had on all Service delivery; and
- (4) requested that the Member of Scottish Youth Parliament for the Cowdenbeath area was invited to future meetings of the committee.

**THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED**

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly.**

**30 October 2024**

**2.00 pm – 3.35pm**

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

**ATTENDING:** Anne-Marie Vance, Community Manager (Cowdenbeath), Scott Blyth, Project Manager and Izzy Scott-Trimmm, Community Development Team Manager (Cowdenbeath Area), Communities and Neighbourhoods Service; Rob Bowditch, Service Manager and Kenny Bisset, Lead Officer, Environmental Health Services (Public Protection); Lesley Craig, Lead Consultant, Traffic Management and Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Bailey-Lee Robb.

**154. DECLARATIONS OF INTEREST**

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

**155. MINUTE**

The committee considered the minute of the meeting of Cowdenbeath Area Committee of 4 September 2024.

**Decision**

The committee:-

- (1) in relation to para. 147.(2)(b), noted an update from the Committee officer, following advice from the Head of Legal and Democratic Services, in terms of the list of Committee Powers the Complaints Policy/Procedure would be considered by the Standards, Audit and Risk Committee rather than the People and Communities Scrutiny Committee and that an update on progress would be provided in due course; and
- (2) otherwise, approved the minute.

**156. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE – GENERAL ANNUAL REPORT 2023**

The committee considered a report by the Head of Protective Services outlining the findings of the latest 2023 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

**Decision**

The committee:-

- (1) noted the contents of the general report (as detailed in Appendices A-D of the report) and the continued large reduction in complaints following investment in improvement technologies at the complex;
- (2) noted that noise and air quality monitoring arrangements had been introduced around the complex; and
- (3) provided suggestions on additional information to be considered and included in future annual general reports.

**157. SCHOOL EXCLUSION ZONE (SCHOOL STREET) TRIAL - DENEND PRIMARY AND NURSERY SCHOOL, CARDENDEN**

The committee considered a report by the Head of Roads and Transportation Services outlining the results of the School Exclusion Zone (SEZ) Trial Project for the pilot site at Denend Primary and Nursery School, Cardenden.

**Decision**

The committee noted the contents of the report and appendix.

**158. COMMUNITY RECOVERY FUND (CRF) UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval to redirect funding from the Community Recovery Fund, following project developments, investigations and consultation.

**Decision**

The committee:-

- (1) agreed to approve funding for projects as detailed in Appendix 1 to the report, as follows:-
  - (a) Playground Grants - £95,000 from the Community Recovery Fund;
  - (b) Welfare Support Resource - £90,000 from the Community Recovery Fund;
  - (c) Community Education Resource - £85,000 from the Community Recovery Fund; and
  - (d) the overspend of £1,140 which would be allocated from the Anti-Poverty Budget.
- (2) requested consideration for additional permanent Welfare Support posts to support poverty work within the Cowdenbeath Area and across Fife.

**159. COWDENBEATH AREA LOCAL COMMUNITY PLAN 2023-2026 END OF YEAR ONE ANNUAL REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on progress in the delivery of the priorities set out in the Cowdenbeath Area Local Community Plan 2023-2026 (LCP).

**Decision**

The committee noted the annual report covering year one of the plan, September 2023 - September 2024 and the efforts, achievements and ongoing progress of projects under the three priority themes within the Local Community Plan - Tackling Poverty, Raising Aspirations and Community Engagement.

*Councillor Mary Lockhart left the meeting during consideration of the above item at 3.07 pm and returned to the meeting at 3.09 pm.*

**160. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**161. FORWARD WORK PROGRAMME**

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

**Decision**

The committee:

- (1) noted the contents of the Forward Work Programme;
- (2) requested that the Lochore Meadows Development Plan be submitted to the next meeting on 11 December 2024 rather than the meeting on 5 February 2025;
- (3) requested an update from Roads and Transportation Services on when the Pelican Crossing lights on the B920 near Hillside Avenue (Road to Knowhere), in Benarty would become operational. Members noted the lights had been installed for some time but were not connected and requested this was done as a matter of urgency to provide a safe walking route to school for local children; and
- (4) agreed that the Community Learning and Development Holiday Programme – Summer and Autumn 2024 report scheduled for 11 December 2024, would be postponed and submitted to the committee meeting on 5 February 2025.



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### THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE - BLENDED MEETING

Civic Centre, Inverkeithing

30 October 2024

9.30 am – 12.00 p.m.

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

**ATTENDING:** Lesley Craig, Lead Consultant (Traffic Management) and Vicki Storrar, Lead Consultant (Roads and Lighting Asset Management), Roads and Transportation Services; Douglas Speirs, Lead Officer and Rory Lamb, Built Heritage Officer, Planning Services; Alan Adamson, Service Manager, Health and Social Care Partnership; Claire Mackinlay, South and West Fife Area Housing Manager, Housing Service; Ryan McQuade, Fife Property Gazetteer Officer, Property Services; Rob Bowditch, Service Manager and Kenny Bisset, Lead Officer, Public and Environmental Protection Services; Alastair Mutch, Community Manager (South and West Fife) and Stephen Adamson, Project Manager (Anti-Poverty and Community Wealth Building), Communities and Neighbourhoods Service; and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**APOLOGY FOR ABSENCE** Councillor Andrew Verrecchia.

#### 168. DECLARATIONS OF INTEREST

##### Decision

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

#### 169. APPOINTMENT OF DEPUTE CONVENER

The Convener thanked Councillor Graeme Downie for his contribution to the South West Fife Area Committee and wished him well in his new role following his successful election to the Westminster Government.

##### Motion

Councillor Goodall, seconded by Councillor Jackson, nominated Councillor Steele as Depute Convener.

##### Amendment

Councillor Young, seconded by Councillor Browne, nominated Councillor Dempsey as Depute Convener.

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### **Roll Call**

#### **For the Motion – 5 votes**

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

#### **For the Amendment – 3 votes**

Councillors Patrick Browne, Dave Dempsey and Connor Young.

### **Decision**

Having received a majority of votes, Councillor Steele was appointed as Depute Convener of the South and West Fife Area Committee.

## **170. MINUTE**

The committee considered the minute of the meeting of the South and West Fife Area Committee of 4 September 2024.

### **Decision**

The committee:-

(1) arising from the minute:

- In relation to para 156 – Recycling Centre Booking System – members asked that the Head of Environment and Building Services and the spokesperson for Environment and Climate Change be invited to the next meeting of the committee to provide a verbal update on the removal of the recycling centre booking system.
- In relation to para 158 – Whinny/Brankholm Burn River Restoration Project – noted that a site visit had been arranged with representatives from SEPA, Fife Coast and Countryside Trust and Fife Council colleagues. Once the site visit had taken place, the Lead Officer would provide elected members with an update.
- In relation to para 162 – Education - Pupilwise and Parentwise Surveys - Councillor Neal enquired if any of the elected members had been out to consult with schools regarding their approach in engaging with parents, carers and pupils in relation to the Parentwise and Pupilwise surveys. Members agreed that Councillor Neal would arrange a collective response to schools in South and West Fife on behalf of the Area Committee.
- In relation to para 167 (3) – Forward Work Programme 2024-2025 (flooding site visit) – the Lead Officer noted that an approach had been agreed with contractors and an update would be provided for Ward 5 and Ward 6 members once finalised; and

(2) otherwise approved the minute.

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### 171. **OBJECTIONS TO PROPOSED 20MPH SPEED LIMIT - A994, CAIRNEYHILL**

The committee considered a report by the Head of Roads and Transportation Services seeking agreement to overrule the objections to the proposed introduction of a 20mph speed limit on the A994 Main Street, Cairneyhill.

#### **Decision**

The committee agreed to set aside the four outstanding objections to the proposed Traffic Regulation Order introducing a 20mph speed limit on the A994 Main Street, Cairneyhill, as shown in Drawing No. TRO24\_15, to allow the Order to be made and the speed limit put in place.

### 172. **AREA ROADS PROGRAMME - VERBAL UPDATE**

The committee considered a verbal update from Vicki Storrar (Roads and Transportation services) on the progress of the current area road programme in relation to carriageways, footways, traffic management and lighting programmes for the South and West Fife Area.

#### **Decision**

The committee noted the verbal update.

### 173. **INVERKEITHING CONSERVATION AREA DESIGN GUIDE**

The committee considered a report by the Head of Planning Services seeking approval of the Inverkeithing Conservation Area Design Guide. The Design Guide had been produced as a legacy document of the Inverkeithing Heritage Regeneration Scheme (2019-2024).

#### **Decision**

The committee approved the Inverkeithing Conservation Area Design Guide as approved planning guidance to give it status as a material consideration in the determination of planning applications in the Inverkeithing Conservation Area.

### 174. **ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS (HEALTH AND SOCIAL CARE PARTNERSHIP)**

The committee considered a report by the Interim Director of Health and Social Care advising on the range of inspections that had been undertaken by the Care Inspectorate and highlighting the inspection grades awarded for care services within the South and West Fife Area. The registered organisations included provided a range of care and support services to the Health and Social Care Partnership in Fife and represented a mixture of sectors including private and voluntary.

#### **Decision**

The committee noted the outcome of the inspection process and grades awarded to care services in Fife.

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### 175. SOUTH AND WEST FIFE AREA HOUSING PLAN 2024-25 AND LOCAL LETTINGS PLAN 2024-27

The committee considered a report by the Head of Housing Services seeking approval of a revised Area Housing Plan for South and West Fife setting out area performance, service delivery and highlighting key housing issues.

#### **Decision**

The committee:-

- (1) agreed to reject the current version of the South and West Fife Area Housing Plan 2024-2025 and the West Fife Local Lettings Plan 2024-2027;
- (2) asked officers to explore the feasibility of amending the Plan to add that the Local Area Housing Plan would include new homes, including new builds and increased acquisitions in the South West Fife Area; and
- (3) agreed that an updated version of the report would be submitted to the next meeting of the South and West Fife Area Committee on 11 December 2024.

*The meeting adjourned at 11.00 am and reconvened at 11.15 am.*

### 176. STREET NAMING AND NUMBERING CONSULTATION

The committee considered a report by the Head of Property Services proposing that the name "Barry Martin Crescent" be approved as a new street name at the residential development on land north of Primrose Lane, Rosyth.

#### **Decision**

The committee agreed that the new street name "Barry Martin Crescent" be adopted for the J. Smart and Company (Contractors) PLC's development at land north of Primrose Lane, Rosyth.

### 177. REVIEW OF MOSSMORRAN AND BRAEFoot BAY COMMUNITY AND SAFETY COMMITTEE - GENERAL ANNUAL REPORT 2023

The committee considered a report by the Head of Protective Services providing findings of the latest 2023 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

#### **Decision**

The committee:-

- (1) noted the contents of the general report and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex;
- (2) noted the latest noise and air quality monitoring arrangements introduced around the complex; and
- (3) provided feedback on what additional information could be included for future annual general reports.

**178. FORWARD WEST FIFE - EVALUATION OF PARTICIPATORY BUDGETING 2023**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the outcomes of the recent Participatory Budgeting (PB) exercise which was led by the Forward West Fife Steering Group to distribute Scottish Power and South and West Fife local community planning budget funding with support from both Fife Council officers and Ward one elected members.

**Decision**

The committee:-

- (1) noted the efforts of the Forward West Fife (FWF) Steering Group and Fife Council officers to successfully deliver a large-scale Participatory Budgeting (PB) exercise; and
- (2) agreed that the report was the conclusion of the formal Forward West Fife exercise while continuing to promote the work of the funded projects, where appropriate.

**179. SUPPORTING THE LOCAL COMMUNITY PLAN - SUMMER PROGRAMME**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update and feedback on the contribution from the local community planning budget to part fund aspects of the Summer Programme for Adults, Families and Children and Young People.

**Decision**

The committee noted the programme of activities and commented on the range of engagement opportunities that took place throughout the seven-week summer holiday period.

**180. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**181. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2024-25**

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

**Decision**

The committee: -

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2024/25;

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- (2) agreed to invite the Head of Education Services to a future meeting of the committee to look at the process of naming the new high school;
- (3) agreed that the Community Recovery Fund update report scheduled on 11 December 2024 would be postponed until the committee meeting on 5 February 2025;
- (4) in relation to para 175 – the revised South and West Fife Area Housing Plan 2024-25 and Local Lettings Plan 2024-27 - to be submitted to the next committee meeting on 11 December 2024; and
- (5) agreed that Councillor Browne would liaise with the Head of Education Services in relation to presenting a report on the Care Inspectorate inspections of education facilities following a delay in receiving this information at an area level.

**THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING**

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

**17 September 2024**

**10.00 am – 12.20 pm**

**PRESENT:** Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, Aude Boubaker-Calder, John Caffrey, Ian Cameron, Eugene Clarke, Altany Craik, Colin Davidson, Linda Erskine, Julie Ford, Alycia Hayes, Louise Kennedy-Dalby, James Leslie, Lynn Mowatt, Alistair Suttie, Daniel Wilson and Alastair Crockett and Ian Macaulay, Religious Interest representatives.

**ATTENDING:** Donnie MacLeod, Executive Director, Maria Lloyd, Head of Service, Angela Logue, Head of Service, Shelagh McLean, Head of Service, Gary Peattie, Service Manager, Craig Martin, Quality Improvement Officer, Jacqueline Crawford, Quality Improvement Officer, Stuart Booker, Quality Improvement Officer and Pamela Colburn, Quality Improvement Officer, Education Service; Alison Binnie, Finance Business Partner and Diane Barnet, Committee Officer, Finance and Corporate Services.

**ALSO ATTENDING:** Emma Walker, Chief Executive, Fife Sports and Leisure Trust; and Errin Cummins, Aquatics Development Manager and Sophie McCall, Director of Aquatics Development, Scottish Swimming (for para. 97 only).

Councillor Kathleen Leslie, Convener, on behalf of the committee, welcomed the recently appointed Executive Director, Education, Donnie MacLeod, to his first meeting.

**93. CHANGE OF MEMBERSHIP**

**Decision**

The committee noted that Councillor Caffrey had replaced Councillor Dillon and Councillor Ford had replaced Councillor Neal as members of this committee and welcomed them to their first meeting.

**94. DECLARATIONS OF INTEREST**

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

**95. MINUTE**

The committee considered the minute of meeting of the Education Scrutiny Committee of 7 May 2024.

**Decision**

The committee approved the minute.

**96. EDUCATION DIRECTORATE IMPROVEMENT PLAN UPDATE FOR 2024/25 AND ANNUAL REPORT 2023/24**

The committee considered a report by the Head of Education Service presenting – for scrutiny and comment – the Education Directorate Improvement Plan update for 2024/25 and the Directorate Annual Report 2023/24.

**Decision**

The committee scrutinised the Directorate Improvement Plan update for 2024/25 and the Directorate Annual Report 2023/24 - which outlined the Education Directorate's approach to improvement of outcomes for children and young people in Fife, within its current budget.

**97. SWIMMING FOR CHILDREN AND YOUNG PEOPLE**

The committee considered a report by the Head of Education Service detailing the current position and future options for supporting swimming for children and young people across Fife, including school swimming lessons and consideration of Scottish Government funding - in response to a motion agreed at a meeting of Fife Council on 16 March 2023.

The committee also considered a short presentation by the Aquatics Development Manager, Scottish Swimming on their role in supporting delivery partners at a local level to plan, organise and prioritise the delivery of school swimming through water safety and basic aquatic skills; and the four levels of the Primary School Swimming Framework, in partnership with Scottish Water, which outlined the varied approaches to implementing school swimming based on local authority needs.

**Decision**

The committee:-

- (1) examined the current swimming offer for children and young people in Fife;
- (2) reviewed the national pilot approaches to school swimming lessons, including funding;
- (3) considered the detailed breakdown of school pupil numbers and associated costs for the provision of swimming lessons across a specific (one) year group over a period of one academic session and comparative costs for the same provision across three-year groups over a shorter period of time. This breakdown included: time cost (impact on learning time); centre availability/hire; and funds available for swimming equipment;
- (4) considered the proposed next steps outlined in the report;
- (5) agreed that an elected member/officer working group be set up to consider, in more detail, the available options and methods of implementing swimming lessons for identified non-swimmers that were accessible and inclusive for all young people – convener to be advised of one nominee from each political group and relevant officers invited to participate; and



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- (6) agreed that an outcome report from the working group be submitted for the committee's consideration at a future date with a view to making recommendations on swimming lesson provision to the Cabinet Committee.

### 98. **CHILDCARE SERVICES - EARLY ADOPTER COMMUNITY WORK**

The committee considered a report by the Head of Education Service providing an update on the work carried out within the Childcare Services Team as part of the Early Adopter Community work in the Levenmouth Area.

#### **Decision**

The committee:-

- (1) considered the information provided and the progress made to date;
- (2) scrutinised the plans to expand the Early Adopter work to other communities in Fife;
- (3) requested an update report on the Early Adopter Community work for consideration at its meeting on 18 March 2025; and
- (4) requested an elected member briefing, in the interim, on the delivery phase of the Levenmouth project and plans to expand the Project Team's learning and research into other areas of Fife and the Cowdenbeath area in particular.

*The committee adjourned at 11.35 am and reconvened at 11.45 am.*

### 99. **EDUCATION DIRECTORATE: REVENUE BUDGET 2023-24 PROVISIONAL OUTTURN**

The committee considered a joint report by the Executive Director, Education and the Executive Director, Finance and Corporate Services advising members of the provisional outturn for the 2023-24 Education Service Revenue Budget for the areas in scope of the Education Scrutiny Committee.

#### **Decision**

The committee noted the provisional outturn position (subject to audit) for 2023-24 as detailed in the report and the reasons for the main variances.

### 100. **EDUCATION DIRECTORATE : CAPITAL INVESTMENT PLAN 2023-24 PROVISIONAL OUTTURN**

The committee considered a joint report by the Executive Director, Education Services and the Executive Director, Finance and Corporate Services providing information on the provisional outturn for the Education Directorate capital programme for the financial year 2023-24 as well as providing information on the progress on major projects.

#### **Decision**

The committee noted the financial position as detailed in the report.

*Councillor Caffrey left the meeting during consideration of the following item.*

**101. 2024-25 REVENUE MONITORING PROJECTED OUTTURN - EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education Services and the Executive Director, Finance and Corporate Services providing an update on the projected outturn financial position for the 2024-25 financial year for the Education Directorate as at 30 June 2024.

**Decision**

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

**102. 2024-25 CAPITAL MONITORING PROGRESS REPORT - EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education Services and the Executive Director, Finance and Corporate Services providing an update on the Capital Investment Plan and advising on the projected financial position for the 2024-25 financial year for the Education Directorate.

**Decision**

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

**103. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee:-

- (1) noted the workplan and suggestions were invited from members of the committee for future areas of scrutiny;
- (2) agreed, as referenced at Paragraph 97 (6) above, to add an update report on swimming for children and young people; and
- (3) agreed, as referenced at Paragraph 98 (3) above, to add an update report on childcare services - early adopter community work to the workplan for the meeting on 18 March 2025.

**CONVENER'S VALEDICTORY COMMENTS**

Councillor Kathleen Leslie, Convener, on behalf of the committee, thanked Maria Lloyd, Head of Education Service for her support to the committee as lead officer while the Executive Director, Education post remained vacant.

**THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING**

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

**19 November 2024**

**10.00 am – 12.00 pm**

**PRESENT:** Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, John Caffrey, Ian Cameron, Rod Cavanagh, Eugene Clarke, Altany Craik, Colin Davidson, Linda Erskine, Louise Kennedy-Dalby, James Leslie, Jane Ann Liston (substituting for Councillor Boubaker-Calder), Lynn Mowatt, Alistair Suttie, Ann Verner (substituting for Councillor Barrera) and Daniel Wilson; Mr Ian Macaulay, Church of Scotland.

**ATTENDING:** Donnie MacLeod, Executive Director, Education, Maria Lloyd, Head of Education, Secondary Schools and Specialist Support, Angela Logue, Head of Education, Shelagh McLean, Head of Education, Early Years and Directorate Support, Karen Lees, Education Manager, Sarah Else, Education Manager, Alan Cumming, Education Manager, Stuart Booker, Quality Improvement Officer and Scott Duncan, Headteacher, Waid Academy, Education Service; Alison Binnie, Finance Business Partner, Finance Service; and Diane Barnet, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Aude Boubaker-Calder and Auxil Barrera; and Mr Alastair Crockett, Cupar Baptist Church.

**104. CHANGE OF MEMBERSHIP**

**Decision**

The committee noted that Councillor Barrera had replaced Councillor Ford and Councillor Cavanagh had replaced Councillor Hayes as members of this committee.

**105. DECLARATIONS OF INTEREST**

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

**106. MINUTE**

The committee considered the minute of meeting of the Education Scrutiny Committee of 17 September 2024.

**Decision**

The committee approved the minute.

*Councillor James Leslie entered the meeting prior to consideration of the following item.*

**107. SENIOR PHASE STAGE - BASED OUTCOMES**

The committee considered a report by the Executive Director, Education Services providing an update following the appeals process on the senior phase of secondary schooling (stages S4 – S6). The report provided an overview and brief commentary on the senior phase outcomes for Fife for 2024 for cohorts of learners and for specific groups of learners at this current time for SQA, following the appeal process.

**Decision**

The committee:-

- (1) scrutinised and commented on the senior phase outcomes for session 2023/2024 in the context of Fife data and national attainment trends;
- (2) scrutinised and commented on the sustained positive destinations for session 2022/2023 in the context of Fife data and national trends;
- (3) endorsed the next steps identified for Session 2024-25;
- (4) agreed that all elected members be encouraged to meet with their area's secondary school headteachers to discuss their individual school's 2023/2024 outcomes for senior pupils and their approaches to improving attainment; and
- (5) agreed that the service prepare and issue a briefing to elected members detailing course choices and options offered by schools and colleges and progress with partnership working to strengthen the curriculum toward raising attainment and reducing the attainment gap.

*During consideration of the following item, Councillor Mowatt left the meeting at 11.34 am and returned at 11.37 am.*

**108. ATTAINMENT IN THE BROAD GENERAL EDUCATION**

The committee considered a report by the Executive Director, Education Services providing an update on current progress in improving attainment in the broad general education and closing the attainment gap across Fife's schools. This was a key priority within the Education and Children's Services Directorate Improvement Plan 2023-26.

**Decision**

The committee:-

- (1) scrutinised and commented on current progress in improving attainment in the broad general education, and the planned next steps to continue to support education recovery in Fife and close the attainment gap;
- (2) scrutinised and commented on the progress made by Fife's schools and teams in the use of the Attainment Scotland Fund to positively impact on

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the educational outcomes of children and young people and planned next steps for 2024/25;

- (3) agreed to seek updates on the impact of approaches and interventions on improving educational outcomes for our children and young people locally, through individual schools and via area committee reports or workshops; and
- (4) agreed that the service prepare and issue a briefing to elected members providing information on the reduced attendance strategy and timetable.

### **109. 2024/25 REVENUE MONITORING PROJECTED OUTTURN – EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education Services and the Executive Director, Finance and Corporate Services providing an update on the projected outturn financial position for the 2024-25 financial year for the Education Directorate as at 31 August 2024.

#### **Decision**

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

### **110. 2024-25 CAPITAL MONITORING PROGRESS REPORT – EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education Services and the Executive Director, Finance and Corporate Services providing an update on the Capital Investment Plan and advising on the projected financial position for the 2024-25 financial year for the Education Services Directorate.

#### **Decision**

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

### **111. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PLAN**

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

#### **Decision**

The committee:-

- (1) noted the workplan and suggestions were invited from members of the committee for future areas of scrutiny; and
- (2) agreed to add an update report on local nursery areas, including: how well they were working; current needs; consultation; prioritising provision; and any other relevant information – Education Service to advise timescale.

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

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

21 November 2024

10.00 am – 12.45 pm

**PRESENT:** Councillors Allan Knox (Convener), Alistair Bain, Auxi Barrera, Lynn Ballantyne-Wardlaw, Patrick Browne, Ian Cameron, Rod Cavanagh, Colin Davidson, Sean Dillon, Stefan Hoggan, Kathleen Leslie (substitute for Cllr Robin Lawson), James Leslie, Gordon Pryde, Alistair Suttie and Ann Verner.

**ATTENDING:** Eileen Rowand, Executive Director (Finance and Corporate Services), Kerry Davie, BMIU Business Change Manager, Business Management Innovation Unit, Les Robertson, Head of Revenue and Commercial Services, Donna Grieve, Accountant and Jackie Johnstone, Accountant, Finance and Corporate Services; Pamela Stevenson, Service Manager - Economic Development, Kirsty Martin, Service Manager, Morag Millar, Service Manager - Place Programmes and Policies and Adam Dunkerley, Opportunities Fife Partnership Manager, Programmes and Policies, Business and Employability Services; Charlie Anderson, Head of Business Technology Solutions; Fiona Allan, Service Manager, HR Workforce Strategy and Organisational Development and Kirsty McElroy, Service Manager, Human Resource Services; Heather Honeyman, Assessor; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

#### 126. DECLARATIONS OF INTEREST

Councillor Auxi Barrera declared an interest in para 131 – Opportunities Fife Partnership (OFF) Employability Pathway 2023-24 – Annual Performance Update and para 132 – Opportunities Fife Partnership (OFF) – ESF Employability Programme 2015-2022 final position report - as she was employed by Opportunities Fife Partnership.

#### 127. MINUTE

The committee considered the minute of the Finance, Economy and Corporate Services Scrutiny committee meeting of 29 August 2024.

##### Decision

The committee agreed to approve the minute.

#### 128. CHANGE IN MEMBERSHIP

The committee noted that Councillor Patrick Browne had replaced former Councillor Graeme Downie as a member of the Finance, Economy and Corporate Services Scrutiny Committee.

**129. FINANCE AND CORPORATE SERVICES DIRECTORATE PERFORMANCE REPORT.**

The committee considered a report by the Executive Director (Finance and Corporate Services) presenting an overview of the Finance and Corporate services Directorate. The report outlined the service planning, change and improvement work undertaken in 2023/24 and provided an assessment of the performance to inform scrutiny of future service planning.

**Decision**

The committee: -

- (1) reviewed the progress and performance of the Finance and Corporate Services Directorate for 2023/24 and the activity undertaken in 2024/25 to date;
- (2) noted the service planning objectives for 2024/25 and the three-year direction of travel; and
- (3) noted the remodeled annual service review report format.

**130. BAD DEBTS 2023-2024**

The committee considered a joint report by the Head of Revenue and Commercial Services and the Head of Housing Services updating members on the irrecoverable bad debts that had been written off during 2023/24 by the Finance and Corporate Services Directorate and Housing Services.

**Decision**

The committee noted the content of the report.

*Having earlier declared an interest in the following items (paras. 131 and 132), Councillor Auxi Barrerra left the meeting at this stage.*

**131. OPPORTUNITIES FIFE PARTNERSHIP (OFP) EMPLOYABILITY PATHWAY 2023-24 – ANNUAL PERFORMANCE UPDATE.**

The committee considered a report by the Service Manager, Place, Programmes and Policies providing an update on the performance and delivery of the Opportunities Fife Partnership (OFP) and the Fife Employability Pathway during 2023/24.

**Decision**

The committee: -

- (1) reviewed the progress and performance of the Opportunities Fife Partnership (OFP) Employability Pathway during 2023/24; and
- (2) noted the priorities ahead.

*The meeting adjourned at 11.35 am and reconvened at 11.45 am.*

**132. OPPORTUNITIES FIFE PARTNERSHIP (OFF) – ESF EMPLOYABILITY PROGRAMME 2015-2022 FINAL POSITION**

The committee considered a report by the Service Manager, Place, Programmes and Policies providing an update on the final performance of Fife's Employability Pathway, funded by the European Social and Investment Funds (ESIF) 2015-2022.

**Decision**

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

*Councillor Auxi Barrera re-joined the meeting following consideration of the above items.*

**133. BUSINESS GATEWAY FIFE ANNUAL PERFORMANCE**

The committee considered a report by the Executive Director (Place) providing an annual overview of the performance of Business Gateway Fife Ltd in delivering services during the period April 2023 to March 2024 including the council's financial assistance to businesses scheme. The report outlined information on performance and highlighted areas of service adjustments to support the delivery of the UK Shared Prosperity Funding (UKSPF).

**Decision**

The committee noted: -

- (1) the performance, expenditure and activity for Business Gateway Fife in 2023/24 as detailed in the report; and
- (2) the risk posed by the uncertainty over UKSPF funding beyond 31 March 2025.

**134. BUSINESS & EMPLOYABILITY SERVICES – ANNUAL SERVICE REVIEW REPORT 2023/2024**

The committee considered a report by the Executive Director (Place) presenting an overview of the Business and Employability service. The report outlined the service planning, change and improvement work undertaken in 2023/24 and provided an assessment of the performance to inform scrutiny of future service planning.

**Decision**

The committee: -

- (1) noted the remodeled annual service review report format;
- (2) reviewed the progress and performance of the Business and Employability Service for 2023/2024 and the activity undertaken to date in 2024/25; and
- (3) noted the service planning objectives for 2024/25 and the three-year direction of travel.



*Councillor Katheen Leslie left the meeting following consideration of the above item.*

**135. 2024/25 REVENUE MONITORING PROJECTED OUTTURN - PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE**

The committee considered a joint report by the Executive Director (Finance and Corporate Services) and Executive Director (Place) providing an update on the projected outturn financial position for the 2024/25 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

**Decision**

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

**136. 2024/25 CAPITAL MONITORING PROJECTED OUTTURN - BUSINESS AND EMPLOYABILITY SERVICE**

The committee considered a joint report by the Executive Director (Finance and Corporate Services) and Executive Director (Place) updating members on the Capital Investment Plan and advised on the projected financial position for the 2024/25 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

**Decision**

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

**137. 2024/25 REVENUE MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the projected outturn financial position for the 2024/25 financial year for the Finance and Corporate Services Directorate.

**Decision**

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

**138. 2024/25 CAPITAL MONITORING PROJECTED OUTTURN - FINANCE AND CORPORATE SERVICES**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024/25 financial year for the areas in scope of the Finance and Corporate Services Directorate.

**Decision**

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

**139. FINANCE, ECONOMY & CORPORATE SERVICES SCRUTINY COMMITTEE  
FORWARD WORK PROGRAMME**

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

**Decision**

The committee: -

- (1) noted the current Finance, Economy and Corporate Services Scrutiny Committee Forward Work Plan; and
- (2) agreed that a short life working group would be set up to look at support services for elected members with disabilities and a report on the findings would be brought back to a future meeting of this committee.

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

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

**26 September 2024**

**10.00 am – 2.10 pm**

**PRESENT:** Councillors Darren Watt (Depute Convener), Gary Holt (Convener), Alycia Hayes (substituting for Cllr Bailey-Lee Robb), Colin Davidson (substituting for Cllr Alistair Cameron), Ian Cameron (substituting for Cllr Jan Wincott), Lesley Backhouse, Lynn Ballantyne-Wardlaw (substituting for Cllr Blair Allan), Ken Caldwell, Alex Campbell, Altany Craik, Peter Gulline, Donald Lothian, Lynn Mowatt, Sam Steele, Jonny Tepp and Ann Verner.

**ATTENDING:** Michael Enston, Executive Director - Communities; Fiona Mckay, Interim Director and Lesley Gauld, Team Manager, Health and Social Care Partnership; Diarmuid Cotter, Head of Customer and Online Services and Claire Bates, Customer Service Manager, Customer and Online Services; John Mills, Head of Housing Services, Gavin Smith, Service Manager and Mhairi Mullen, Service Manager, Housing Services; Helen Guthrie, Accountant, Lesley Kenworthy, Finance Business Partner, Finance and Corporate Services and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

Following the resignation of Councillor Eugene Clark as Convener from the People and Communities Scrutiny Committee, Councillor Darren Watt (Depute Convener) chaired the first part of the meeting.

**127. DECLARATIONS OF INTEREST**

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

**128. MINUTE**

The committee considered the minute of the People and Communities Scrutiny Committee of 27 June 2024.

**Decision**

The committee agreed to approve the minute.

**129. APPOINTMENT OF CONVENER**

**Motion**

Councillor Verner, seconded by Councillor Caldwell, nominated Councillor Backhouse as Convener.

**Amendment**

Councillor Tepp, seconded by Councillor Lothian, nominated Councillor Holt as Convener.

**Roll Call**

**For the Motion – 7 votes**

Councillors Lynne Ballantyne-Wardlaw, Lesley Backhouse, Ken Caldwell, Lynn Mowatt, Alycia Hayes, Sam Steele and Ann Verner.

**For the Amendment – 9 votes**

Councillors Colin Davidson, Alex Campbell, Altany Craik, Peter Gulline, Gary Holt, Donald Lothian, Jonny Tepp, Darren Watt and Ian Cameron.

**Decision**

Councillor Holt was duly appointed as Convener of the People and Communities Scrutiny Committee.

*The meeting adjourned at 10.05 am and reconvened at 10.10 am to allow Councillor Holt to take the chair of the meeting.*

**130. CHANGE OF MEMBERSHIP**

The committee noted that Councillor Holt had replaced Councillor Clarke and Councillor Craik had replaced Councillor MacDougall as a member of the committee and welcomed them to their first meeting.

The committee thanked Councillor Clarke for his convenership and contribution to the work of the committee during his membership.

The committee thanked Councillor MacDougall for her contribution to the work of the committee during her membership.

**131. FIFE HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT 2023 TO 2024**

The committee considered a report by the Interim Director of Health and Social Care Partnership providing members with the assurance that the Fife Health and Social Care Partnership was meeting its legislative requirements under Section 42 (Integration Authority: Performance Report) of the Public Bodies (Joint Working) (Scotland) Act 2014.

**Decision**

The committee noted: -

- (1) the contents of the report;
- (2) that the Health and Social Care Partnership were meeting their legislative requirements under Section 42 of the Public Bodies (Joint Working) (Scotland) Act 2014; and
- (3) the progress made by the Health and Social Care Partnership over the latest reporting timescale for 2023 to 2024.

**132. HOUSING & SAFER COMMUNITIES – ANNUAL SERVICE REVIEW REPORT 2023/2024**

The committee considered a report by the Head of Housing Services presenting an overview of the service. The report outlined the service planning, change and improvement work undertaken in 2023/24 and provided an assessment of the performance to inform scrutiny of future service planning.

**Decision**

The committee: -

- (1) considered and commented on the remodelled 'annual service review' report format and related products;
- (2) reviewed the progress and performance of Housing Services for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three-year direction of travel.

**133. ANNUAL ASSURANCE STATEMENT 2024**

The committee considered a report by the Head of Housing Services presenting recommendations for submissions of the Annual Assurance Statement to the Scottish Housing Regulator, based on regulatory guidance refreshed in 2024. The risks were assessed against the Councils Annual Return on the Charter for 2023/24.

**Decision**

The committee: -

- (1) noted the requirements of the 2024 housing regulatory framework, requesting the preparation of an Annual Assurance Statement (Section 2.0 and 3.0 of the report);
- (2) agreed the wording of the draft Annual Assurance Statement 2024 based on the compliance position as at 31 March 2024 (Section 4.0 and Appendix 1 of the report);
- (3) authorised the Scrutiny Committee Convener and the Housing and Building Services Spokesperson to sign the Annual Assurance Statement; and
- (4) agreed on the submission of the final Annual Assurance Statement 2024 to the Scottish Housing Regulator by the deadline of the 31 October 2024.

*The meeting adjourned at 11.55am and reconvened at 12.30pm.*

**134. GYPSY TRAVELLERS & MANAGEMENT OF UNAUTHORISED ENCAMPMENTS**

The committee considered a report by the Head of Housing Services providing an update on the current approach to manage unauthorised Gypsy Traveller

encampments within Fife and sought members views on whether the Councils Co-operation Policy should be reviewed.

**Decision**

The committee: -

- (1) noted the update on the Gypsy Traveller Co-operation Policy and the management of unauthorised encampments;
- (2) considered the operation of the Co-operation Policy and if a review is required; and
- (3) agreed that housing services would facilitate a working group with Councillors Campbell, Steele and Watt to look at the Co-operation Policy and management of unauthorised gypsy encampments within Fife.

**135. VOIDS SERVICE IMPROVEMENT**

The committee considered a report by the Head of Housing Services advising on the positive progress that Fife has made in reducing the number of empty properties. The report highlights the review processes and performance-based evidence led approach to improving services as part of Theme 2 of the Housing Emergency and Service Improvement Plan reported in late 2023.

**Decision**

The committee: -

- (1) noted the improvements detailed in the report, particularly with reference to wider sector performance;
- (2) agreed the areas of improvement as a priority focus for the Voids Governance Group and updated Service Improvement Plan linked to the Housing Emergency;
- (3) noted that the on-going work of the Tenant Scrutiny Panel would focus on Voids; and
- (4) agreed that any resultant action plans would be a feature of a future People and Communities Scrutiny report.

**136. CUSTOMER AND ONLINE SERVICES – ANNUAL SERVICE REVIEW REPORT 2023/2024**

The committee considered a report by the Head of Customer and Online Services presenting an overview of the service, outlining the service planning, change and improvement work undertaken in 2023/24. The report also provided members with an assessment of the performance to inform scrutiny and future service planning.

**Decision**

The committee: -

- (1) considered and commented on the remodelled 'annual service review' report format;
- (2) scrutinised the progress and performance of the Customer and Online Services for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three-year direction of travel.

**137. 2023-24 REVENUE BUDGET PROVISIONAL OUTTURN COMMUNITIES**

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

**Decision**

The committee considered the current financial performance and activity for the 2023-24 Provisional Outturn as detailed in the report.

**138. 2023-24 CAPITAL PLAN PROVISIONAL OUTTURN COMMUNITIES**

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

**Decision**

The committee considered the current performance and activity for the 2023/24 Capital Monitoring as detailed in the report.

**139. 2024-25 REVENUE BUDGET PROJECTED OUTTURN COMMUNITIES**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate and the Housing Revenue Account (HRA) which are areas in scope of the People and Communities Scrutiny Committee.

**Decision**

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

**140. 2024-25 CAPITAL PLAN PROJECTED OUTTURN COMMUNITIES**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on

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the Capital Investment Plan and advised on the projected financial position for the 2024-25 financial year.

Members were provided with an updated version of the report and appendices which would be uploaded to the council's website.

### **Decision**

The committee considered the current performance and activity for the 2024-25 Capital Monitoring as detailed in the report.

#### **141. 2023-24 REVENUE BUDGET PROVISIONAL OUT-TURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Interim Director, Health and Social Care Partnership providing an update on the 2023-24 provisional outturn and movement from December 2023 for Fife Council Social Care Services for Adults and Older People.

### **Decision**

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

#### **142. 2023-24 CAPITAL PLAN PROVISIONAL OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Interim Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the provisional outturn for the 2023-24 financial year for the People and Communities Scrutiny Committee.

### **Decision**

The committee considered the current performance and activity across the 2023-24 Financial Monitoring as detailed in the report.

#### **143. 2024-25 REVENUE BUDGET PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Interim Director, Health and Social Care Partnership providing an update on the 2024-25 projected outturn as at June 2024 for the Fife Council Social Care Services for Adults and Older People.

### **Decision**

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

*Councillors Mowatt and Lothian left the meeting during consideration of the above item.*



**144. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Interim Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the projected outturn for the 2024-25 financial year.

**Decision**

The committee considered the current performance and activity across the 2024-25 Financial Monitoring as detailed in the report.

**145. PEOPLE & COMMUNITIES SCRUTINY FORWARD WORK PROGRAMME**

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

**Decision**

The committee: -

- (1) noted the future workplan of the People and Communities Scrutiny Committee;
- (2) noted that an annual report on public protection would be submitted to the committee and agreed that the new report would replace the previous reports on “adult protection, child protection and Fife Violence against women reports” as part of the wider Fife Partnership Reporting activities;
- (3) agreed that an update on Café Inc would be included in the Communities and Neighbourhoods Annual Report scheduled for 14 November 2024;
- (4) with reference to para 135(4) above, a working group would be established to look at unauthorised gypsy traveller encampments, and an update on the working group findings would be brought back to a future meeting of the committee; and
- (5) agreed that following the Grenfell Report being considered at the cabinet committee, a report or briefing paper would be considered at a future meeting of the People and Communities Scrutiny Committee.

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

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

**14 November 2024**

**10.00 am – 2.00 pm**

**PRESENT:** Councillors Gary Holt (Convener), Blair Allan, Lesley Backhouse, Ken Caldwell, Alistair Cameron, Alex Campbell, Altany Craik, Peter Gulline, Gary Holt, Donald Lothian, Lynn Mowatt, Lynn Ballantyne -Wardlaw (substituting for Cllr Bailey-Lee Robb), Sam Steele, Jonny Tepp, Ann Verner, Darren Watt and Patrick Browne, (Substituting for Cllr Jan Wincott).

**ATTENDING:** Michael Enston, Executive Director – Communities, Paul Vaughan, Head of Communities and Neighbourhoods, Gill Musk, Policy Officer, Community Investment, Communities and Neighbourhoods Service; Jeremy Harris, Chief Executive Officer, Fife Coast and Countryside Trust; John Mills, Head of Housing Services; James Ross, Head of Children & Families & Criminal Justice Services; Fiona McKay, Head of Strategic Planning Performance & Commissioning Manager, Health and Social Care Partnership; Helen Guthrie, Accountant, Lesley Kenworthy, Finance Business Partner and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** David Redpath, Chief Executive and Sarah Somerville, Business Development Manager, Citizens Advice and Rights Fife (CARF).

**146. DECLARATIONS OF INTEREST**

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

**147. MINUTE**

The committee considered the minute of the meeting of the People and Communities Scrutiny Committee of 26 September 2024.

**Decision**

The committee agreed to approve the minute.

**148. FIFE COAST & COUNTRYSIDE TRUST ANNUAL REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods presenting the annual performance report for Fife Coast and Countryside Trust (FCCT) for 2023/24.

**Decision**

The committee noted: -

- (1) the contents of the report;

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- (2) the progress made by the Fife Coast and Countryside Trust for 2023/24; and
- (3) the effective delivery of Fife Council priorities through Fife Coast and Countryside Trust activity.

### 149. COMMUNITIES & NEIGHBOURHOODS ANNUAL REPORT

The committee considered a report by the Head of Communities and Neighbourhoods presenting an overview of the service. The report outlined the service planning, change and improvement work undertaken in 2023/24 and provided an assessment of the performance to inform scrutiny of future service planning.

#### **Decision**

The committee: -

- (1) considered and acknowledged the remodeled annual service review report format;
- (2) reviewed the progress and performance of the Communities and Neighbourhoods Service for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three- year direction of travel.

### 150. CITIZENS ADVICE & RIGHTS FIFE – ANNUAL PERFORMANCE REPORT 2023/2024

The committee considered a report by the Head of Communities and Neighbourhoods providing information on the performance of Citizens Advice and Rights (CARF) during 2023/24.

#### **Decision**

The committee: -

- (1) considered and noted the content of the report;
- (2) considered the pro-active steps taken by CARF to meet the needs of demand; and
- (3) noted CARF's role in income maximisation activity across Fife, particularly in coordinating benefit campaigns and organisational capacity building.

*The meeting adjourned at 11.55am and reconvened at 12:40pm*

### 151. CHIEF SOCIAL WORK ANNUAL REPORT

The committee considered a report by the Head of Children and Families and Criminal Justice Services presenting the Chief Social Work Officer report for the period 2023/24.

**Decision**

The committee: -

- (1) noted the contents of the report; and
- (2) agreed that an information session would be arranged with elected members to discuss the services offered by the Social Work and Criminal Justice Services.

**152. 2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES SERVICE**

The committee considered a report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate and the Housing Revenue Account (HRA) which are areas in scope of the People and Communities Scrutiny Committee.

**Decision**

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

**153. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES**

The committee considered a report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024-25 financial year.

**Decision**

The committee noted the current performance and activity for the 2024-25 Capital Monitoring as detailed in the report.

**154. 2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH & SOCIAL CARE**

The committee considered a report by the Interim Director, Health and Social Care Partnership and Executive Director, Finance and Corporate Services providing an update on the 2024-25 projected out-turn as at August 2024 and the movement from June 2024 for the Fife Council Social Care Services for Adults and Older people.

**Decision**

The committee: -

- (1) noted the current financial performance and activity as detailed in the report; and
- (2) agreed that an information session would be arranged with officers from the Health and Social Care Partnership to discuss the Health and Social Care recovery plan and the revenue budget.

**155. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a report by the Executive Director, Finance and Corporate Services and Interim Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the projected out-turn for the 2024-25 financial year for the areas in scope of the Peoples and Communities Scrutiny Committee.

**Decision**

The committee noted the current performance and activity across the 2024-25 Financial Monitoring as detailed in the report.

**156. PEOPLE & COMMUNITIES FORWARD WORK PROGRAMME**

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

**Decision**

The committee: -

- (1) noted the future workplan of the People and Communities Scrutiny Committee;
- (2) agreed that Housing Services would submit a report on 1<sup>st</sup> Endeavor LLP and affordable housing to the next meeting of this committee on 16 January 2025; and
- (3) agreed that the call in decision from the cabinet committee of 7 November 2024 relating to the South West Fife community use facilities would be submitted for consideration to the next meeting of this committee on 16 January 2025.

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

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

12 November 2024

10.00 am – 1.00 pm

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Lynn Ballantyne-Wardlaw (substituting for Councillor Rod Cavanagh), Aude Boubaker-Calder, Al Clark, Gavin Ellis, Jean Hall-Muir, Stefan Hoggan, Andy Jackson, Nicola Patrick, Darren Watt and Daniel Wilson.

**ATTENDING:** Carol Connolly, Executive Director Place; Nigel Kerr, Head of Protective Services, Dawn Adamson, Service Manager – Trading Standards, Lisa McCann, Service Manager – Food and Workplace Safety, Garry Nicoll, Service Manager – Building Standards and Safety, Rob Bowditch, Service Manager – Public and Environmental Protection, Protective Services; Pam Ewen, Head of Planning, Ross Spalding, Service Manager – Climate Change and Zero Waste, Shona Cargill, Lead Officer, Climate Change and Zero Waste, Planning Services; John Mitchell, Head of Roads and Transportation Services, Susan Keenlyside, Service Manager – Sustainable Transport and Parking, Michael Anderson, Service Manager – Structural Services, Bill Liddle, Service Manager – Roads Maintenance, Tony McRae, Service Manager – Passenger Transport Service, Andy Paterson, Lead Consultant – Car Parking Strategy and Operations, Roads and Transportation Services; Tariq Ditta, Head of Facilities Management Services, Facilities Management; Barry Collie, Accountant, Financial Services, Emma Whyte, Committee Officer, Elona Thomson, Committee Officer, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Naz Anis-Miah and Rod Cavanagh.

#### 109. DECLARATIONS OF INTEREST

Councillor Boubaker-Calder, for transparency reasons, stated that she had a connection relating to paragraph 113 – Climate Fife – Big Resilience Move – as she was employed by the Fife Climate Hub but did not consider this amounted to an interest and remained in the meeting for the item.

#### 110. MINUTE

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 3 September 2024.

#### Decision

The committee approved the minute.

**111. PROTECTIVE SERVICES - DIRECTORATE PERFORMANCE REPORT 2023 - 2024**

The committee considered a report by the Head of Protective Services presenting an overview of the service, detailing the service planning, change, and improvement work undertaken in 2023/24 and providing an assessment of performance to inform scrutiny and future service planning.

**Decision**

The committee:-

- (1) scrutinised the progress and performance of Protective Services for 2023/24 and the activity undertaken in 2024/25 to date;
- (2) noted the service planning objectives for 2024/25 and the three-year direction of travel; and
- (3) considered and commented on the remodelled 'annual service review' report format.

**112. CLIMATE CHANGE - DIRECTORATE PERFORMANCE REPORT 2023 - 2024**

The committee considered a report by the Head of Planning Services presenting an overview of the services, detailing the services' planning, change and improvement work undertaken in 2023/24 and providing an assessment of performance to inform scrutiny and future service planning.

**Decision**

The committee:-

- (1) considered and commented on the remodelled 'annual service review' report format and related products;
- (2) scrutinised the progress and performance of Planning Services (climate change and zero waste functions) for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three-year direction of travel.

**113. CLIMATE FIFE - BIG RESILIENCE MOVE**

The committee considered a report by the Head of Planning Services informing on the progress to date and planned activities to further inform development of Climate Fife's Big Resilience Move and seeking feedback from members.

**Decision**

The committee:-

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

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- (2) provided feedback on the proposed activities.

### 114. **ROADS AND TRANSPORTATION SERVICES ANNUAL REVIEW 2023 - 2024**

The committee considered a report by the Head of Roads and Transportation Services presenting an overview of the service, detailing the service planning, change and improvement work undertaken in 2023/24 and providing an assessment of performance to inform scrutiny and future service planning.

#### **Decision**

The committee: -

- (1) considered and commented on the remodelled 'annual service review' report format and related products;
- (2) scrutinised the progress and performance of Roads and Transportation Services for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three-year direction of travel.

*The meeting adjourned at 11.55 am and reconvened at 12.10 pm.*

### 115. **DECRIMINALISED PARKING ENFORCEMENT ANNUAL PERFORMANCE REPORT 2023 - 2024**

The committee considered a report by the Head of Roads and Transportation Services updating members on the performance of the Decriminalised Parking Enforcement (DPE) operation in Fife for the period 1 April 2023 to 31 March 2024.

#### **Decision**

The committee considered and commented on the current performance and activity as detailed in the report.

### 116. **FACILITIES MANAGEMENT DIRECTORATE PERFORMANCE REPORT 2023 - 2024**

The committee considered a report by the Head of Facilities Management Services presenting an overview of the services, detailing the services' planning, change and improvement work undertaken in 2023/24 and providing an assessment of performance to inform scrutiny and future service planning.

#### **Decision**

The committee: -

- (1) considered and commented on the remodelled 'annual service review' report format and related products;
- (2) scrutinised the progress and performance of Facilities Management Service (FMS) for 2023/24 and the activity undertaken in 2024/25 to date; and



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- (3) noted the FMS' planning objectives for 2024/25 and the three-year direction of travel.

*Councillor Boubaker-Calder left the meeting during consideration of the above item.*

### **117. 2024/25 REVENUE PROJECTED OUTTURN – AUGUST**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the projected outturn financial position for the 2024/25 financial year for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

#### **Decision**

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

### **118. 2024/25 CAPITAL PROJECTED OUTTURN – AUGUST**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the Capital Investment Plan and advise on the projected financial position for the 2024/25 financial year for the areas in scope of the environment, Transportation and Climate Change Scrutiny Committee.

#### **Decision**

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

*Councillors Jackson and Ballantyne-Wardlaw left the meeting prior to consideration of the following item.*

### **119. ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

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

The committee considered the request from Cowdenbeath Area Committee to undertake a review of Building Services complaints.

#### **Decision**

The committee: -

- (1) noted the contents of the forward work programme;
- (2) agreed not to proceed with the request from Cowdenbeath Area Committee to undertake a review of Building Services complaints given the small numbers involved;

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- (3) agreed that a briefing note be circulated to the committee detailing the specific issues relating to the Building Services complaints; and
- (4) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any items to be included on the workplan, within the remit of the committee.



# Fife Health & Social Care Partnership

Supporting the people of Fife together

## CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 26 JULY 2024 AT 10.00 AM

<b>Present</b>	Arlene Wood (AW) (Chair) Fife Council –David Ross (DR), Lynn Mowatt (LM), David Alexander (DA), Margaret Kennedy (MK), Dave Dempsey (DD), Rosemary Liewald (RLie), and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Sinead Braiden (SB) Janette Keenan (JK), Director of Nursing, NHS Fife Chris McKenna (CM), Medical Director, NHS Fife Debbie Fyfe (DF), Joint Trades Union Secretary Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative
<b>Professional Advisers</b>	Fiona McKay (FM), Interim Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director Jennifer Rezendes (JR), Principal Lead Social Work Officer Lynn Barker (LB), Associate Director of Nursing
<b>Attending</b>	Jillian Torrens (JT), Head of Complex and Critical Care Services Lynne Garvey (LG), Head of Community Care Services Roy Lawrence (RLaw), Principal Lead for Organisational Dev. & Culture Vanessa Salmond (VS), Head of Corporate Governance Amanda Wong (AW), Director of Allied Health Professionals, NHS Fife Cara Forrester (CF), Communications Adviser Chris Conroy (CC, representing Lisa Cooper Head of Primary & Preventative Care Services) Lesley Gauld (LG), Team Manager Elizabeth Crighton (EC), HSCP Organisational Dev. & Culture Specialist Ruth Bennett (RB), Health Promotion Service Manager Jacquie Stringer (JS), Service Manager Localities and Community Led Support Carol Notman (CN), Personal Assistant (Minute)

No.	TITLE	ACTION
1	<b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</b>	
	<p>Arlene Wood, IJB Chair welcomed everyone to the Extraordinary Integration Joint Board meeting and wished to thank Cllr Graeme Downie for all his support as Vice Chair of the Committee over the last few years and wished him well in his new role as MP for Dunfermline &amp; Dollar.</p> <p>Apologies have been received from Joy Tomlinson, Lynne Parsons, Benjamin Hannan, Graeme Downie, Jackie Drummond, Lisa Cooper, John Kemp, James Ross, Colin Grieve and Mary Lockhart</p>	

Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.

A recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.

## **2 DECLARATION OF MEMBERS' INTERESTS**

Arlene Wood confirmed that there were no declarations of interest.

## **3 MINUTES OF PREVIOUS MEETING & ACTION NOTE 31 MAY 2024 & EXTRAORDINARY MEETING ON 24 JUNE 2024**

The Minute and Action Note from the meetings held on 31 May 2024 & 24 June 2024 were both approved as an accurate record.

## **4 CHIEF OFFICER UPDATE**

Arlene Wood handed over to Fiona McKay who provided the Chief Officer Update noting that this was her first update and wished to thank everyone for their welcome and in particular the Senior Leadership Team for their support as she commenced her role as Interim Chief Officer.

Fiona advised that NHS Fife Addiction Services at Cameron Hospital in Windygates and third sectors partners commissioned by Fife's Alcohol and Drug Partnership played host to Christina McKelvie the Scottish Government's Alcohol Policy Minister on 9<sup>th</sup> July 2024 and the team were commended for their efforts made towards the Medication Assisted Treatment (MAT) Standards.

Fiona advised that communication has been received from the Care Inspectorate regarding their National Review of Social Work Governance and Assurance in Fife and advised that briefing will shortly be issued to IJB Members.

Fiona noted that Audit Scotland has released their report on IJB and Growing Pressures and encouraged all to review the document noting that the Committee may wish to investigate the report in more detail during a future Development Session. In addition, Fiona was pleased to advise that Fife has been highlighted for the good work that has been undertaken in the Care at Home Collaborate.

Fiona confirmed that Balgonie Ward at Cameron Hospital hosted a visit by the Cabinet Secretary for Health and Social Care, Neil Gray MSP on 23<sup>rd</sup> July 2024.

## **5 COMMITTEE CHAIR ASSURANCE REPORTS**

Arlene Wood advised that the Committee Chair Assurance Reports are to provide enhanced governance arrangements to the IJB on Committee Business and noted that the contents of these reports have been discussed at the Audit & Assurance Committee 27 June 2024, Finance, Performance & Scrutiny Committee on 3 July 2024, Quality and Communities Committee on 5 July 2024 and the Strategic Planning Group on 9 July 2024.

Arlene Wood introduced Vanessa Salmond who presented these reports advising that these will be a standing item on the agenda going forward. Vanessa noted that in the absence of Graeme Downie who chaired the Strategic Planning Group, Roy Lawrence agreed to chair the July meeting but confirmed that a new chair will be identified prior to the next meeting.

Arlene Wood then invited in turn Dave Dempsey, Chair of Audit and Assurance Alastair Grant, Chair of Finance, Performance & Scrutiny, Sinead Braiden, Chair of Quality & Communities and Roy Lawrence who chaired the Strategic Planning Group to comment on discussions at the Committee before questions from Board members.

Dave Dempsey noted that the Item 5.1, Section 3 relating to Update on Risk, will be a constant message as the Committee is looking at the trajectory for the risks. He noted that with regards Section 5 relating to the Escalations/ Highlights to the IJB, he anticipated that there would be further discussion going forward regarding the committee's role in the Governance of Finance.

Alastair Grant advised that there was nothing to escalate from the summary but confirmed that there had been discussion regarding the lessons learned review that had been undertaken to identify potential root causes of the outturn position for 2023-24 and the impact this has for 2024-25.

Sinead Braiden advised that there was nothing to escalate from the summary and confirmed that the Qualities & Communities Committee had reviewed the deep dive review of Contractual/Market Capacity Risk and noted that the committee commended the work undertaken for the Children's Service's Annual Report and Fife ADP work.

Roy Lawrence noted that the only escalation from the Strategic Planning Group was regarding the resignation of the current Chair. Arlene Wood confirmed that a new Chair will be in sought prior to the next round of committee meetings.

The Board took assurance that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.

## **6 STRATEGIC PLANNING & DELIVERY**

### **6.1 Community Led Support Service Progress Report**

This report was discussed at the Quality and Communities Committee on 5 July 2024 and is presented to provide assurance that the partnership is progressing, expanding and measuring the impact of the Community Led Support Services.

Arlene Wood introduced Fiona McKay who presented this report and advised that she was delighted to table the report that focusses on the work undertaken in the Community and in Localities and introduced Jacquie Stringer who is the Manager for the Service.

There was discussion around whether people had the ability to self-refer to the Community Led Support Service and the variation there is in referrals between Localities. Jacquie Stringer confirmed that all can do self-referrals except for Link Fife. Jacquie noted that the team were active in collecting data on

referrals and noted that some localities are smaller than others and noted that showing the percentage per locality would provide an alternative picture.

The work undertaken by The Wells Team was commended and the recommendation if surplus funding was to become available that consideration be given to increasing the opening hours of The Wells as the service provided is hugely beneficial and could reduce the pressure on other services.

The Board were assured that Community Led Support Services continue to expand, measure impact and are connected to all the HSCP Portfolios – Primary & Preventative Care Services, Community Care Services, Complex & Critical Care Services, Business Enabling and Professional Leads. In addition, they noted the further report the Senior Leadership Team in the Autumn to support the proposal for a CLSS Staffing/Funding Model for 2025-26.

## **7 LIVED EXPERIENCE & WELLBEING**

### **7.1 Lived Experience – Third Sector Partner Community Support**

Arlene Wood invited Lynn Barker to introduce the Lived Experience Video. Lynn Barker advised that the video was from Community Support from a Third Sector Partner and wished to thank Jackie for sharing her remarkable story.

Kenny Murphy noted that Link Living is just one of the many Third Sector Partners and was pleased that the video shows the transition that people can make from being a service user to volunteer to possible staff member.

## **8 INTEGRATED PERFORMANCE**

### **8.1 Finance Update**

This report was discussed at the the Local Partnership Forum on 2 July 2024 and Finance, Performance & Scrutiny Committee on 3 July 2024.

Arlene Wood introduced Audrey Valente who presented this report highlighting that it was the first monitoring report for the 2024-25 Financial Year and the paper presents a challenging financial forecast with a projected overspend of £24m as at May 2024. Audrey noted that included within this overspend was £18m projected non delivery of savings, in addition to this due to the movement in budget a further £6m savings is required to ensure that financial balance is reached.

Audrey highlighted given the challenging financial position there is an increased risk that the risk share will require to be implemented and confirmed that the Senior Leadership Team are aware of this and wished to provide assurance that enhanced scrutiny has been put in place with increased frequency of meetings with Chief Officer, Chair of Boards and the Chief Executives of both Partners. Audrey advised that the financial risk on the risk register will be reviewed going forward and this will be reflected in the next cycle of reports.

Audrey wished to assure the Board that the Senior Leadership Team will be developing a recovery plan ensuring that sustainability remains a priority.

Arlene Wood invited in turn Fiona McKay, Co-chair of the Local Partnership Forum and Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Fiona McKay confirmed that the Local Partnership Forum were

aware of the position and supportive of the work being undertaken. Alastair Grant advised that the Finance, Performance & Scrutiny Committee had reviewed and made some suggestions but noted that situation was an evolving story.

There was discussion around the projected savings and if there were any that were not going to be achieved by the end of the financial year. Audrey confirmed that it is a timing issue and she anticipated that 90% will be achieved but advised that it will be challenging and that the Senior Leadership Team were doing all they could to achieve the savings.

There was discussion around reducing the number of Agency and Locum Staff and Audrey confirmed that the service has achieved savings in medical and supplementary staffing, and it was an absolute priority for the Partnership to reduce the spend for Bank and Agency staff.

There was discussion around the areas that have the biggest overspend and the implications if these were pulled back into line with their budget what this would look like as it is important to know what the Partnership can afford to do and articulate this to both Partner Organisations. It was noted that a predicted £24.3m overspend is concerning, Audrey gave an example of challenges that the service has with meeting its targets such as surge beds which required to remain in operation to support the whole system approach.

Arlene Wood queried the Board approving the projected outturn, Audrey Valente noted although the projected outturn is likely to change the Board is being asked to approve the current financial position. Following this explanation the Board confirmed they were assured that there was robust financial monitoring in place and noted the projected outturn position as at May 2024.

## **8.2 Annual Performance Report 2023 to 2024**

This report has been discussed at the Local Partnership Forum on 2 July 2024, Finance, Performance & Scrutiny Committee on 3 July 2024, Quality and Communities Committee on 5 July 2024 and the Strategic Planning Group on 9 July 2024.

Arlene Wood introduced Fiona McKay who presented the report advising that the Annual Performance Report highlights performance from all Portfolios within the Partnership and is required to be submitted to the Scottish Government by 31<sup>st</sup> July 2024 following receipt of approval from the Board.

Arlene Wood invited in Fiona McKay, Chair of Local Partnership Committee, Alastair Grant, Chair of Finance, Performance & Scrutiny, Sinead Braiden, Chair of Quality & Communities and Roy Lawrence who chaired the Strategic Planning Group to comment on discussions at the Committee before questions from Board members.

Fiona McKay advised that there were no concerns raised by the Local Partnership Forum, Alastair Grant advised that the Finance, Performance & Scrutiny Committee had noted the comprehensive report and Sinead Braiden advised that the Quality & Communities committee were content to remit the report requesting an amendment which has been action, Roy Lawrence noted

that the Strategic Planning Group were content with the report noting that the suggested amendments had been taken into consideration.

Arlene Woods queried the reference throughout the document to the coronavirus pandemic, Chris McKenna confirmed that the correct description would be Covid-19 Pandemic. Fiona McKay noted that this could be amended within the report prior and noted a further amendment within the financial element will be made prior to submission to Scottish Government.

FMcK

The Board confirmed that they were assured that Fife Health and Social Care Partnership is meeting its legislative requirements and approved the annual performance report 2023-2024 following the amendments suggested above being made.

## **9 GOVERNANCE & OUTCOMES**

### **9.1 Creating Hope for Fife: Fife's Suicide Prevention Action Plan**

This report is provided to the Board for Assurance and has been discussed at the Quality and Communities Committee on 5 July 2024.

Arlene Wood introduced Ruth Bennett who presented the report highlighting that Creating Hope Together is the New Scottish Suicide Strategy which was published in September 2022 and is a 10-year strategy. Ruth advised that there was the requirement for local board areas to develop and deliver a local version of the national 30-point action plan. In February 2023 a Fife-wide event was organised and attended by over 100 participants. The draft Fife Suicide Prevention Action Plan went through a consultation process where it received 240 responses from across all seven Fife localities, this highlighted 3 gaps within the Action Plan which was subsequently amended to incorporate the recommendations from the consultation feedback.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at the Committee before questions from Board members. Sinead Braiden confirmed that there had been good discussion, and the Qualities and Communities Committee were content to remit the Action Plan to the IJB.

The breadth of links with third sector partners within the communities was noted and commended and agreed that although difficult to quantify performance the action plan was a vitally important piece of work.

The Board confirmed that they were assured of the process to develop the Fife Suicide Prevention Action Plan 2023-2025 in accordance with national strategic requirements and that a robust Fife Suicide Prevention Action Plan has been designed as a result of the process and will be implemented with oversight by the Mental Health Strategy governance structure.

## **10 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS**

### **10.1 Fife Alcohol and Drug Partnership Annual Report and Survey 2023/24**

This report has been discussed at the Quality and Communities Committee on 5 July 2024.



Arlene Woods introduced Fiona McKay who presented this report highlighting that the key priorities for the ADP Strategy are outlined within Point 3.2 of the SBAR.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at the Committee before questions from Board members. Sinead confirmed that the Quality & Communities Committee were very impressed of the work undertaken by the ADP whilst acknowledging the huge societal issues there are currently with drugs and alcohol within Fife.

Concern was raised with the number of new drugs available targeted at youths and Jillian Torrens confirmed that the service receives alerts of any new known drugs, and these are shared with partner agencies.

There was discussion around the recording errors for waiting times and whether this was a Fife issue or a national reporting issue. Jillian Torrens confirmed that it was a local issue, and the team were focussing on ensuring that going forward the recording would be correct.

The Board discussed and approved the Alcohol and Drug Partnership Annual Report and Survey and approved the Annual Report and Survey. The Board also approved the Survey to be submitted to the Scottish Government.

## **10.2 Local Partnership Forum Annual Report 2023-24**

This report has been discussed at the Local Partnership Forum on 2 July 2024.

**Arlene Wood introduced** Fiona McKay who presented this report. Fiona McKay advised that this report is for discussion and approval prior to publication on the Health and Social Care Website. Fiona wished to thank Roy Lawrence for writing the Annual Report on behalf of the Local Partnership Forum. Roy Lawrence advised that the committee had been involved in the development of the document.

Arlene Wood invited Fiona McKay, Co-Chair of Local Partnership Committee, to comment on discussions at the Committee before questions from Board members. Fiona confirmed that the Committee were thankful to Roy for bringing the report together and the report has also been tabled NHS Fife's Area Partnership Forum who had been supportive of the document.

There was discussion regarding staff governance standards, and it was noted there is no mention of these within the report the question was asked whether they addressed at the meetings. It was noted that these are specifically for NHS staff members and Fiona McKay confirmed that there is a Whistleblowing Report with input from the Human Resource Teams from both Partner Organisations.

The Board discussed the Local Partnership Forum Annual Report 2023-24 and confirmed that they were supportive of the report being published on the Health and Social Care Partnership Website.

Arlene Wood advised that the minutes of the following Governance Committees were provided for information:

- Audit and Assurance Committee – 17 May 2024
- Finance, Performance & Scrutiny – 15 May 2024
- Quality & Communities Committee – 10 May 2024
- Local Partnership Forum – 14 May 2024
- Strategic Planning Group – 2 May 2024

## **11 AOCB**

Arlene Wood noted that there had been a request that consideration be given to returning the IJB Meetings to being face-to-face. It was noted that the current format is the hybrid style where members can opt to be present in the Committee Room or via Teams.

It was agreed that Vanessa Salmond would distribute a questionnaire to allow all members to submit their preferred option.

**VS**

## **12 DATES OF NEXT MEETINGS**

**IJB DEVELOPMENT SESSION – FRIDAY 30 AUGUST 2024**

**INTEGRATION JOINT BOARD – FRIDAY 27 SEPTEMBER 2024**