

# **FIFE COUNCIL OF 11<sup>TH</sup> MARCH, 2021**

## **MINUTE VOLUME**

If telephoning, please ask for Emma Whyte, Committee Officer,  
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**FIFE COUNCIL**

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

10th February, 2021

1.35 p.m. – 6.55 p.m.

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

**ATTENDING:** Alastair Hamilton, Service Manager - Development Management; William Shand, Strategic Development Manager; Edward Bean, Planner; Richard Simmons, Lead Officer Transportation Development Management (North Fife), Economy, Planning & Employability Services; June Barrie, Manager - Legal Services; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Margaret Kennedy and Dominic Nolan.

**244. DECLARATIONS OF INTEREST**

Councillors Tim Brett and Bill Connor declared an interest in item 246 - '20/01622/FULL - Tayport Harbour, Harbour Road, Tayport' - as Councillor Brett had engaged in discussion with the applicant on the proposed development; and Councillor Connor was a member of Tayport Harbour Trust.

Councillor Andy Heer declared an interest in item 250 - '20/01098/FULL - Fife Council Environmental Services, Landfill Site, Lower Melville Wood' - as he was a Director of Fife Resource Solutions when the proposed project was initially considered.

**245. MINUTE**

The Committee considered the minute of the meeting of North East Planning Committee of 13th January, 2021.

**Decision**

The Committee agreed to approve the minute.

*Having earlier declared an interest in the following item, Councillors Brett and Connor left the meeting at this stage.*

**246. 20/01622/FULL - TAYPORT HARBOUR, HARBOUR ROAD, TAYPORT**

The Committee considered a report by the Head of Planning relating to an application for the erection of boundary fence, gates and lighting columns and formation of footpath.

**Decision/**

**Decision**

The Committee agreed to approve the application subject to the 4 conditions and for the reasons detailed in the report.

*Councillors Brett and Connor re-joined the meeting following consideration of the above item.*

**247. 20/01881/FULL - 13 KINKELL TERRACE, ST ANDREWS, FIFE**

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

**Decision**

The Committee agreed to approve the application unconditionally.

**248. 18/03578/PPP - LAND TO THE NORTH OF GRANGE ROAD, EARLSFERRY**

The Committee considered a report by the Head of Planning relating to a major residential development with associated car parking, landscaping, drainage and formation of new accesses.

**Decision**

The Committee agreed to approve the application subject to:-

- (1) the 31 conditions and for the reasons detailed in the report;
- (2) an amendment to Condition 2 to include: the requirement for an intrusive mining assessment; and the requirement to include details of the provision of high speed broadband;
- (3) an amendment to Condition 3 to ensure that the requisite upgrading of the sewer system was carried out prior to occupation of the first house;
- (4) the conclusion of an agreement to secure the necessary planning obligations relating to the provision of:
  - (a) a combined agreement covering 18/03579/PPP (Wadeslea) and 18/03578/PPP (The Grange) –

To secure the provision of affordable housing for The Grange site and the Wadeslea site and the timelimits for its provision. In the event that The Grange is developed, but Wadeslea is not, in order to ensure that the affordable housing required for The Grange still goes ahead, the relevant sized area of portion of land at Wadeslea corresponding to The Grange's share of affordable provision shall be given over to affordable housing at a value determined by Affordable Housing. No more than 50% of the residential units shall be constructed at Wadeslea before the agreed affordable housing units are constructed; and

- (b)/

## 2021 NEPC 148

- (b) a contribution of £1,000 per residential unit towards open space/play;  
and
- (5) delegating to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement necessary to secure the planning obligation.

The Committee adjourned at 3.50 p.m.

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The Committee reconvened at 4.00 p.m.

### 249. 18/03579/PPP - LAND TO EAST OF WADESLEA, ELIE

The Committee considered a report by the Head of Planning relating to an application for planning permission in principle for major mixed use development comprising: residential units (Class 9), associated car parking, open space, landscaping, drainage and formation of new access points, small business units (Class 4), a care home (Class 8), retirement housing (Class 8), additional parking for an existing doctor surgery and community space/facilities.

#### **Decision**

The Committee agreed to approve the application, subject to:-

- (1) the 37 conditions and for the reasons detailed in the report;
- (2) an amendment to Condition 2 to include: details of the provision of high speed broadband;
- (3) an amendment to condition 3 to ensure that the requisite upgrading of the sewer system was carried out prior to occupation of the first house;
- (4) an additional condition requiring a phasing plan relating to the provision of enhanced open space if no progress is made on any further phases of the Wadeslea allocation after this development has been complete for 2 years;
- (5) the conclusion of an agreement to secure the necessary planning obligations relating to the provision of:
  - (a) a combined agreement covering 18/03579/PPP (Wadeslea) and 18/03578/PPP (The Grange) –

To secure the provision of affordable housing for The Grange site and the Wadeslea site and the timelimits for its provision. In the event that The Grange is developed, but Wadeslea is not, in order to ensure that the affordable housing as required for The Grange still goes ahead, the relevant sized area of portion of land at Wadeslea corresponding to The Grange's share of affordable provision shall be given over to affordable housing at a value determined by affordable housing. No more than 50% of the residential units shall be constructed at Wadeslea, before the agreed affordable housing units are constructed;

(b)/

## 2021 NEPC 149

- (b) The Class 8 retirement homes proposed shall be age restricted to over 55 years and, in accordance with The Town and Country Planning (Use Classes) (Scotland) Order 1997, shall include an element of care to people in need of care other than a use within Class 9 (houses); and
  - (c) A contribution of £1,000 per residential unit towards open space/play; and
- (6) delegating to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement necessary to secure the planning obligation.

In general terms, arising from discussion regarding affordable housing, the Committee requested an elected member briefing/ workshop to facilitate their involvement in any future review of the Council's Affordable Housing Support Guidance, which formed part of the Adopted FIFEplan (2017).

The Committee also asked that the developer consider delivering the cyclepath required by Condition 17 be delivered sooner than the trigger, if possible.

*Councillors Marjoram and Miklinski left the meeting following consideration of the above item.*

*Having earlier declared an interest in the following item, Councillor Heer left the meeting at this stage.*

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

### **250. 20/01098/FULL - FIFE COUNCIL ENVIRONMENTAL SERVICES, LANDFILL SITE, LOWER MELVILLE WOOD**

The Committee considered a report by the Head of Planning relating to an application for the construction and operation of a facility for the storage, processing and recycling of non-hazardous incinerator bottom ash (IBA).

#### **Motion**

Councillor Porteous, seconded by Councillor Holt, moved to continue the application for further information relating to: any potential impact on residential amenity due to noise, dust and odour; the number of proposed campaigns and their potential impact on infrastructure/road safety.

#### **Amendment**

Councillor Verner, seconded by Councillor Connor, moved as an amendment to approve the application subject to:-

- (1) the 32 conditions and for the reasons detailed in the report, including an additional condition and an amendment to Condition 12, respectively, to:
  - (a) limit hours of operation/working to Monday to Saturday;
  - (b)/

## 2021 NEPC 150

- (b) limit the storing and processing of incinerator bottom ash (IBA) to 45,000 tonnes, with the maximum number of campaigns being limited to 2 per annum; and
- (2) appropriate community liaison arrangements relating specifically to this operation within the site.

### **Roll Call Vote**

**For the Motion** - 4 votes

Councillors Holt, Liston, Porteous and Tepp.

**For the Amendment** - 6 votes

Councillors Brett, Connor, Docherty, Lothian, Thomson and Verner.

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

### **Decision**

The Committee agreed to approve the application, subject to:-

- (1) the 32 conditions and for the reasons detailed in the report, including an additional condition and an amendment to Condition 12, respectively, to:
  - (a) limit hours of operation/working to Monday to Saturday;
  - (b) limit the storing and processing of incinerator bottom ash (IBA) to 45,000 tonnes, with the maximum number of campaigns being limited to 2 per annum; and
- (2) appropriate community liaison arrangements relating specifically to this operation within the site.

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

## **251. 20/02824/FULL - TROMIE SHORE STREET, CELLARDYKE**

The Committee considered a report by the Head of Planning relating to an application for alterations to dwellinghouse and erection of two storey double garage.

### **Motion**

Councillor Holt, seconded by Councillor Porteous, moved to refuse the application on the grounds that the proposed development did not comply with Policies 1, 10 and 14 of the Adopted FIFEplan (2017) due to the design, colour and impact of the proposed two storey structure on residential amenity and the structure's detrimental impact on the character and appearance of the conservation area and the setting of nearby listed buildings.

### **Amendment/**

**Amendment**

Councillor Brett, seconded by Councillor Connor, moved to approve the application subject to the 2 conditions and for the reasons detailed in the report.

**Roll Call Vote**

**For the Motion** - 6 votes

Councillors Docherty, Holt, Liston, Lothian, Porteous and Tepp.

**For the Amendment** - 4 votes.

Councillors Brett, Connor, Heer and Thomson.

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

**Decision**

The Committee agreed to refuse the application on the grounds that the proposed development did not comply with Policies 1, 10 and 14 of the Adopted FIFEplan (2017) due to the design, colour and impact of the proposed two storey structure on residential amenity and the structure's detrimental impact on the character and appearance of the conservation area and the setting of nearby listed buildings.

*Councillor Verner left the meeting during consideration of the above item – prior to the roll call vote.*

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

**Decision**

The Committee noted the lists of applications dealt with under delegated powers for the period 28th December, 2020 to 24th January, 2021.



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

17th February, 2021

2.00 p.m. – 2.25 p.m.

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

**ATTENDING:** Mark Barrett, Lead Officer Transportation Development Management (South Fife), Alastair Hamilton, Service Manager - Development Management and Scott Simpson, Planner - Development Management (South Section), Economy, Planning & Employability Services; Mary McLean, Legal Team Manager (Planning, Property & Contracts) and Emma Whyte, Committee Officer, Legal & Democratic Services.

**104. DECLARATIONS OF INTEREST**

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

**105. MINUTE**

The Committee considered the minute of the Central and West Planning Committee of 20th January, 2021.

**Decision**

The Committee agreed to approve the minute.

**106. 20/02126/FULL - 18-20 ELPHINSTONE STREET, KINCARDINE**

The Committee considered a report by the Head of Planning relating to an application for the change of use of part of bakery (Class 1) to hot food takeaway (Sui Generis) including installation of flues to side and doors to front, side and rear.

**Decision**

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

**107. 20/02872/FULL - 31 PRIORWOOD DRIVE, DUNFERMLINE**

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

**Decision**

The/

## 2021 CWPC 51

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

### 108. **APPLICATIONS FOR PLANNING PERMISSIONS, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

#### **Decision**

The Committee agreed to note the list of applications.

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

18th February, 2021.

10.00 a.m. – 1.10 p.m.

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

**ATTENDING:** Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Morag Ferguson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Keith Winter, Executive Director (Enterprise and Environment); Ken Gourlay, Head of Assets, Transportation and Environment, Derek Crowe, Senior Manager (Roads and Transportation Services) and Chris Lockhart, Lead Professional (Project Management), Assets, Transportation and Environment; John Mills, Head of Housing Services; Fiona McKay, Divisional General Manager and Vivienne McBride, Change Manager (East Division), Health and Social Care; Nigel Kerr, Head of Protective Services, Gordon Mole, Head of Business and Employability and Ronnie Hair, Property Investment and Development Manager, Business and Employability Services; Paul Vaughan, Head of Communities and Neighbourhoods Service and Shona Robertson, Emergency Resilience Manager, Communities and Neighbourhoods Service.

**261. DECLARATIONS OF INTEREST**

**Decision**

Councillor Altany Craik declared an interest at para. 266 – Houses in Multiple Occupation (HMO): Review of Charging Structure and Fees and para. 269 – Tay Cities Region Deal – Eden Campus – being the Provost’s Assessor on the University Court of St. Andrews.

**262. MINUTES**

(a) **Policy and Co-ordination Committee of 7th January, 2021**

**Decision**

The Committee approved the minute.

(b) The following minutes were submitted for noting:-

- Assets and Corporate Services Committee of 14th January, 2021
- Community and Housing Services Committee of 21st January, 2021
- Education/

## 2021 PC 133

- Education and Children's Services Committee of 26th January, 2021
- Environment and Protective Services Committee of 28th January, 2021
- Economy, Tourism, Strategic Planning and Transportation of 4th February, 2021

### **Decision**

The minutes were noted.

#### **263. SHORT-TERM FINANCIAL STRATEGY AND REVENUE BUDGET MONITORING 2020-21**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's forecast financial position for 2020-21 highlighting that significant financial pressures had emerged as a result of the Covid-19 pandemic. The report provided members with an update detailing the changes to both the anticipated financial impact and the financial strategy.

### **Decision**

The Committee:-

- (1) noted the updated high level financial position as detailed in the report;
- (2) instructed all Services to continue to mitigate additional costs and to contain expenditure within the approved budget provision wherever possible; and
- (3) noted that further monitoring reports would be submitted to the Policy and Co-ordination Committee and relevant Sub-Committees.

#### **264. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2020-21**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advised on the projected outturn for the 2020-21 financial year.

### **Decision**

The Committee noted:-

- (1) the projected outturn position, the risks and mitigating actions for the major projects within the Capital Investment Plan;
- (2) the projected outturn position for the 2020-21 Capital Investment Plan;
- (3) that more detailed capital outturn reports for 2020-21 would be submitted to relevant Committees of the Council in accordance with agreed financial reporting arrangements; and
- (4) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

**265./**

**265. CARE HOME REPROVISIONING PROGRAMME - NEW PROPOSAL FOR REPLACEMENT OF NORTHEDEN HOUSE, CUPAR**

The Committee considered a joint report by the Director of Health and Social Care and Head of Housing Services presenting a revised proposal and business case for the replacement of Northeden House in Cupar which included a 24-bed care home and 12 supported flats on the site of the Dalgairn Centre in Bank Street, Cupar. The new building would also accommodate a day service facility and an Adult Community Support Service that had previously operated from the Dalgairn Centre.

**Decision**

The Committee:-

- (1) noted the contents of the report; and
- (2) agreed to the revised Business Case and to continue the Detailed Design Phase for the procurement, delivery and management of the new care home and supported housing at Bank Street, Cupar.

*Having declared an interest in the following item, Councillor Craik left the meeting at this stage.*

**266. HOUSES IN MULTIPLE OCCUPATION (HMO): REVIEW OF CHARGING STRUCTURE AND FEES (FOR 18/02/2021)**

The Committee considered a joint report by the Head of Housing Services and Head of Protective Services updating members on the decision to amend the charging structure and fees for Houses in Multiple Occupation (HMO), a decision taken by the Policy and Co-ordination Committee on 28th March, 2019 at which it was agreed to reconsider the position after eighteen months of implementation.

**Decision**

The Committee:-

- (1) considered the outcomes of the independent financial review of the costs of operating the HMO licensing service in Fife, which identified service costs as £969k per annum versus income of £725k per annum and an under-recovery position of £244k per annum based on current HMO numbers and excluding discounts;
- (2) agreed to hold HMO fees at current levels in 2021-22 due to the Covid-19 impact on the inspection process and to allow further work during 2021 to identify any potential efficiencies in the processes of HMO licensing, particularly in relation to purpose built student housing; and
- (3) agreed that further proposals be brought forward in advance of April, 2022 to ensure the costs of the HMO licensing were fully recovered by HMO fee income as expected through HMO legislation and guidance.

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

*The meeting adjourned at 11.35 a.m. and reconvened at 11.45 a.m.*

**267./**

**267. SEVERE FIFE WIDE FLOOD EVENTS AUGUST 2020**

The Committee considered a joint report by the Head of Assets, Transportation and Environment, Head of Communities and Neighbourhoods Service and Head of Housing Services providing an update on the work carried out to improve the Council's immediate and long-term response to such events.

**Decision**

The Committee:-

- (1) noted the efforts of all the staff involved in dealing with the flooding events in August and thanked them for all their assistance during this period;
- (2) noted the improvements made to existing resilience plans and arrangements to reduce impacts on communities in any future incident;
- (3) supported the Council in raising awareness in communities of roles and responsibilities in preparation for and during incidents, including how communities can be better prepared;
- (4) agreed that an additional £5m (£0.5m per annum over the ten years of the plan) be included for Flooding Prevention within the Capital Plan for 2021-30;
- (5) agreed that a one-off £0.450m additional revenue budget would be provided to Roads and Transportation for Flooding prevention measures in 2021-22; and
- (6) agreed that the Scottish Government be asked to allocate additional funding and more flexible criteria to address smaller scale projects to address flooding.

*Councillor Lothian left the meeting during consideration of the above item and Councillor Walker left the meeting following consideration of the above item.*

**268. TRANSFER FROM THE CLIMATE CHANGE AND ZERO WASTE TEAM FROM FIFE RESOURCE SOLUTIONS TO FIFE COUNCIL**

The Committee considered a report by the Head of Assets, Transportation and Environment outlining the proposal to transfer eight members of the Climate Change and Zero Waste (CCZW) team from Fife Resource Solutions (FRS) to Fife Council which was required following the previous declaration of a climate emergency by Fife Council which would increase the need for support to meet their climate ambitions.

**Decision**

The Committee:-

- (1) noted the contents of the report;
- (2) approved the proposal to transfer eight members of the CCZW team, along with associated budget implications, from FRS to Fife Council with effect from the start of the financial year 2021/22 which would allow the Council to continue to meet the objective of the "Climate Fife" Action Plan; and
- (3)/

## 2021 PC 136

- (3) delegated the changes to the Operating Agreement between Fife Council and Fife Resource Solutions to the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services.

*Having declared an interest in the following item, Councillor Craik left the meeting at this stage.*

### **269. TAY CITIES REGION DEAL - EDEN CAMPUS**

The Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the Act.

The Committee considered a report by the Head of Business and Employability Services seeking approval for the outline Business Case for the Council's equity investment in the University of St. Andrews' Eden Campus as part of the Tay Cities Region Deal for which Heads of Terms were agreed with the Scottish Government and UK Government in November, 2018 and the Deal on 17th December, 2020.

#### Motion

Councillor David Alexander, seconded by Councillor David Ross, moved that the recommendations contained within the report be approved.

#### Amendment

Councillor Dave Dempsey, seconded by Councillor Miklinski, moved the following two additional recommendations:-

- “(vii) asks that the detailed Business Case lists, evaluates and articulates all options considered viable, including their risks, benefits and, as far as possible, the likely range of parameters associated with those options; and
- (viii) requests an outline briefing for those members unfamiliar with the site.”

#### Roll Call

#### **For the motion – 13 votes**

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Neil Crooks, Linda Erskine, David Graham, Judy Hamilton, Helen Law, Carol Lindsay, Karen Marjoram, David Ross and Ros Vettraino.

#### **For the Amendment – 5 votes**

Councillors Tim Brett, Dave Dempsey, Andy Heer, Mino Manekshaw and Tony Miklinski.

The motion was accordingly carried.

#### Decision

The Committee:-

- (1) agreed recommendations (iii) and (v) as detailed in the report; and
- (2) otherwise noted the terms as set out in the report.

**THE FIFE COUNCIL - ENVIRONMENT, FINANCE & COMMUNITIES SCRUTINY  
COMMITTEE - REMOTE MEETING**

2nd February, 2021

10.00 a.m. – 11.40 a.m.

**PRESENT:** Councillors Tim Brett (Convener), Neil Crooks, John Docherty, Linda Erskine, Mick Green, Andy Heer, Rosemary Liewald, Fay Sinclair, Ryan Smart, Darren Watt and Jan Wincott.

**ATTENDING:** Eileen Rowand, Executive Director, Elaine Muir, Head of Finance, Les Robertson, Head of Revenue & Commercial Services, Caroline MacDonald, Procurement Service Manager, Revenue & Commercial Services, Finance & Corporate Services; Stuart Fergie, Programme Manager (Commercialisation), Communities and Neighbourhoods; John Mills, Head of Service, Gavin Smith, Service Manager, Housing Access & Homelessness, Housing Services; Elizabeth Mair, Committee Officer, Legal & Democratic Services.

**34. DECLARATIONS OF INTEREST**

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

**35. MINUTE**

The Committee considered the minute of meeting of the Environment, Finance & Communities Scrutiny Committee of 27th October 2020.

**Decision**

The Committee agreed to approve the minute.

**36. SHORT TERM FINANCIAL STRATEGY 2020-21**

The Committee considered a report by the Executive Director, Finance and Corporate Services providing information to allow members to review and scrutinise the financial strategy that had been developed for the Council in order to ensure a sustainable financial position in the short term following the significant financial impacts of the COVID-19 pandemic.

**Decision**

The Committee agreed to note the content of the report on the short-term financial strategy which had also been presented to the Policy and Co-ordination Committee on 7th January, 2021.

*Councillor Darren Watt joined the meeting during consideration of the above item.*

**37. ANNUAL ASSURANCE STATEMENT**

The Committee considered a report by the Head of Housing Services providing details of the Council's approach to meeting Scottish housing regulatory requirements, particularly in the identification of areas of non-compliance in the Scottish Social Housing Charter, as reported to the Scottish Housing Regulator through the Annual Assurance Statement.

**Decision/**



**Decision**

The Committee agreed:-

- (1) To note the approach to housing performance improvement, particularly in addressing the areas of non-compliance with the Scottish Social Housing Charter; and
- (2) that members be kept advised of any areas where Fife Council was not in the top quartile.

**38. COMMERCIALISATION PROGRAMME - PROCUREMENT TRANSFORMATION PROJECT**

The Committee considered a report by the Head of Revenue and Commercial Services advising of progress on the "Transforming Fife Council's Procurement Service" project as part of the Commercialisation Programme and wider Changing to Deliver Programme over the past 6 months.

**Decision**

The Committee agreed to note:-

- (1) the progress made in transforming the Council's Procurement Service;
- (2) the Scotland Excel Year 2 progress report;
- (3) that Scotland Excel had now exited from Fife;
- (4) the financial benefits being delivered and on target to be delivered;
- (5) that the Programme would close in March 2021 with all procurement project follow on activity falling into Business as Usual activity; and
- (6) that a further update report would be submitted to the Committee in 6 months.

**39. HOUSING ACCESS RECOVERY PLAN**

The Committee considered a report by the Head of Housing Services outlining progress in implementing the Housing Access Recovery Plan which was supported by the Convener and Vice Convener of the Community and Housing Services Sub-Committee on 19th September, 2020 as a response to the significant and damaging impacts of the Covid-19 Pandemic on housing operations and supply.

**Decision**

The Committee agreed:-

- (1) to note the progress in terms of housing supply and demand; and
- (2) that a report on the revised private sector leasing scheme be provided once the scheme had been considered by the Community and Housing Services Sub-Committee.

40./

**40. ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE FORWARD  
WORK PROGRAMME**

The Committee noted the Environment and Protective Services Sub-Committee Forward Work Programme which would be further updated as appropriate.

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**THE FIFE COUNCIL - EDUCATION AND CHILDREN'S SERVICES, HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE – REMOTE MEETING**

9th February, 2021

10.00 a.m. – 2.30 p.m.

**PRESENT:** Councillors Tony Miklinski (Convener), Ian Cameron, Bill Connor, Altany Craik, Colin Davidson, Andy Heer, Zoe Hisbent, Kathleen Leslie, Carol Lindsay, Karen Marjoram, Lea McLelland, David Ross, Jonny Tepp and Sharon Green-Wilson (substituting for Ann Verner). Religious representatives George Haggarty and William Imlay.

**ATTENDING:** Fiona McKay, Divisional General Manager (Interim), Health and Social Care; Maria Lloyd, Head of Education and Children's Services (Secondary Schools and Specialist Support), Shelagh McLean, Head of Education and Children's Services (Early Years and Directorate Support), Suzanne McGuinness, Service Manager - Improving Outcomes, Adult Services, Elaine Law, Service Manager - Adults East, Adult Services, Deborah Davidson, Education Manager (GIRFEC), Gary Peattie, Team Manager - Childcare Services, Vivienne Sutherland, Principal Psychologist, Adam Brown, Depute Principal Psychologist and Alan Chalmers, Headteacher Supporting Learners' Service (West Area), Education Service; Tracy Hogg, Business Partner, Finance; Morag Ferguson, Head of Legal and Democratic Services, Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO IN ATTENDANCE:** Councillors Helen Law, Fay Sinclair and Craig Walker (for para. 36).

**32. DECLARATIONS OF INTEREST**

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

**33. MINUTE**

The Committee considered the minute of the Education and Children's Services, Health and Social Care Scrutiny Committee of 4th November, 2020.

**Decision**

The Committee agreed to approve the minute.

**34. PRESENTATION - CURRENT POSITION ON THROUGH LIFE SUPPORT STRATEGY FOR THOSE WITH AUTISTIC SPECTRUM DISORDER IN FIFE**

The Committee welcomed presentations on Autistic Spectrum Disorder from Charlene Tait, Deputy Chief Executive, Scottish Autism, Katy MacGregor, Disability Co-ordinator, Fife Council and Karen Brown, Carer, providing/

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an in-depth view into aspects of living with Autism, caring for someone with Autism and the services and support mechanisms in place in Fife.

The presenters discussed their personal experience, challenges and provided suggestions on how to improve services and quality of life for those people living with Autistic Spectrum Disorder in Fife.

Following detailed discussion, members asked a number of questions, which were subsequently answered by the presenters - Charlene Tait, Deputy Chief Executive, Scottish Autism, Katy MacGregor, Disability Co-ordinator, Fife Council and Karen Brown, Carer.

### **Decision**

The Committee thanked Charlene Tait, Katy MacGregor and Karen Brown for their attendance at the meeting and for their valued contribution to the discussion.

### **35. CURRENT POSITION ON THROUGH LIFE SUPPORT STRATEGY FOR THOSE WITH AUTISTIC SPECTRUM DISORDER IN FIFE**

The Committee considered a report by the Head of Education and Children's Services providing the current position on the progress of the implementation of the Autism Strategy in Fife 2014 to 2024, to support people of all ages and abilities. The report outlined (1) the background to the Strategy, outlining the progress made since the implementation of the Strategy in 2014, (2) the gaps identified by authors of the report and (3) the proposed next steps required to continue to progress meeting the needs of the group and to introduce the new approach for neurodevelopmental pathways.

### **Decision**

The Committee:-

- (1) considered the content of the report and agreed to advise the Manager, Committee Services, Legal and Democratic Services, on any areas identified for future reports or Elected Member briefings which would be added to the Forward Work Programme for the Committee;
- (2) agreed to the proposed next steps in the report, which focused on establishing a Strategic oversight multi-agency group to progress priority areas; and
- (3) agreed to delegate to the Head of Education and Children's Services (Secondary Schools and Specialist Support) to organise a workshop for members of the Committee to discuss progress and to submit a further report for its consideration in August 2021, providing an update on the progress made on the next steps and agreed priorities for March, 2022.

*The Committee meeting adjourned at 12.10 p.m. and reconvened at 12.25 p.m.*

*Councillors Sinclair and Walker joined the meeting prior to consideration of the following item.*

### **36./**

**36. CALL IN - DECISION TAKEN ON CHILDCARE SERVICES AND PLAY PRACTICE DEVELOPMENT**

The Committee considered a call-in requisition of the undernoted decision of the Education and Children's Services Sub-Committee held on 3rd November, 2020 in relation to a report by the Executive Director, Education and Children's Services on Childcare Services and Play Practice Development. At the meeting on 3rd November, 2020, the Education and Children's Services Committee:-

- (1) noted the range of services operating before the COVID-19 closure of schools, early learning and childcare services;
- (2) noted the benefits of the proposals for change; and
- (3) agreed that Childcare Services progress the proposed next steps.

Councillor Sinclair, Convener of the Education and Children's Services Sub-Committee presented the case to the Scrutiny Committee, in support of the decision of the Sub-Committee. Councillor Sinclair believed there had been sufficient consultation and engagement with the affected communities and that the members of the Sub-Committee had the opportunity to consider all relevant information prior to making their decision.

Councillor Law, representing Councillor David Ross - the originator of the call-in requisition - expanded on the reasons for the call-in and presented the case to the Scrutiny Committee requesting that the Education and Children's Services Sub-Committee revisit their decision of 3rd November, 2020.

A range of questions were asked and responded to, in relation to creche and nursery provision, breakfast clubs, food provision and budget allocation. There followed a full debate by members of the Committee to consider the issues raised.

**Motion**

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

'To defer implementation of the new approach to Childcare Services and Play Practice and request further reports to the Education and Children's Services Sub-Committee detailing:

- (1) the impact of these proposals on children and families and on disadvantaged communities;
- (2) options for maintaining or expanding these services to better meet needs and where possible increase income;
- (3)/

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- (3) a full business plan for the future provision of childcare and play practice development.

In terms of Standing Order 12(5)(b), request the matter is referred to Council for final determination.'

### **Amendment**

Councillor Marjoram, seconded by Councillor McLelland, moved to uphold the original decision of the Sub-Committee of 3rd November, 2020.

### **Roll Call Vote**

**For the Motion** - 7 votes

Councillors Cameron, Craik, Davidson, Heer, Miklinski, Ross and Tepp.

**For the Amendent** - 6 votes

Councillors Connor, Hisbent, Lindsay, Marjoram, McLelland and Green-Wilson.

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

### **Decision**

The Committee agreed that the matter be referred to the next meeting of Fife Council on 25<sup>th</sup> February, 2021 for final determination.

## **37. HEALTH AND SOCIAL CARE CAPITAL MONITORING**

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director of Health and Social Care providing an update on the Capital Investment Plan and advising on the projected out-turn for the 2020-21 financial year for areas in scope of the Education and Children's Services, Health and Social Care Scrutiny Committee.

### **Decision**

The Committee acknowledged the performance and activity to date, across the 2020-21 Financial Monitoring as detailed in the report.

*Mr. George Haggarty left the meeting during consideration of the above item.*

## **38. HEALTH AND SOCIAL CARE REVENUE MONITORING**

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and Director of Health and Social Care highlighting the 2020-21 projected out-turn for Fife Council Social Care Services for Adults and Older People.

### **Decision/**

The Committee considered and noted the contents of the report.

**39./**

**39. EDUCATION AND CHILDREN'S SERVICES HEALTH AND SOCIAL CARE  
SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

**Decision**

The Committee agreed that members contact the Manager, Committee Services, Legal and Democratic Services with suggested reports to be included on the Forward Work Programme, which would be updated accordingly.

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**THE FIFE COUNCIL - STANDARDS AND AUDIT COMMITTEE – REMOTE MEETING**

11th February, 2021

10.00 a.m. – 10.55 a.m.

**PRESENT:** Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Bobby Clelland, Dave Coleman, Gordon Langlands, Derek Noble, Ann Verner and Ross Vettraino.

**ATTENDING:** Elaine Muir, Head of Finance, Avril Cunningham, Service Manager, Audit and Risk Management, Carolyn Ward, Audit Team Manager and Clare Whyte, Risk Management Team Leader, Audit and Risk Management Services, Finance; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Mary Lockhart.

**172. DECLARATIONS OF INTEREST**

No declarations were made in terms of Standing Order 7.1.

**173. MINUTE**

The Committee considered the minute of the meeting of the Standards and Audit Committee of 17th December, 2020.

**Decision**

The Committee agreed to approve the minute.

**174. RISK MANAGEMENT STRATEGY AND STRATEGIC RISK REGISTER REVIEWS**

The Committee considered a report by the Head of Finance providing an update on the review of both the Council's Risk Management Strategy and the Strategic Risk Register.

**Decision**

The Committee:-

- (1) noted the arrangements for the Risk Management Strategy and the Council's Strategic Risk Register Reviews, agreed by the Council Executive Team (CET); and
- (2) acknowledged that the finalised Risk Management Strategy and Strategic Risk Register Review, incorporating proposed changes, would be submitted to the Standards and Audit Committee meeting on 3rd June, 2021 for approval.

**175./**



**175. UPDATE ON 2020/21 REVISED AUDIT PLAN AND ANALYSIS OF ISSUED REPORTS**

The Committee considered a report by the Service Manager, Audit and Risk Management Services, providing an update on 2020/21 audits and analysis of the findings of the audit reports issued since the previous report to this Committee. The report highlighted identified areas of concern and instances where, in the view of the Service Manager, Audit and Risk Management, appropriate action had not been taken.

**Decision**

The Committee:-

- (1) noted the contents of the report and the summary report detailed in Appendix 1;
- (2) agreed that consideration would be given on the requirement to conduct a review of performance targets in the Audit Plan, following the implementation of the targets which had been based on the original Audit Plan; and
- (3) acknowledged the efficient performance of the Contact Centre in achieving audit targets within the required timescales and for operating at a high standard.

**176. FORWARD WORK PROGRAMME**

The Committee noted the current Forward Work Programme for the Standards and Audit Committee, which would be updated as appropriate.

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## MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 4 DECEMBER 2020 AT 10.00 AM

<b>Present</b>	Councillor Rosemary Liewald (RL) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council, Councillors – Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR) and Jan Wincott (JW) NHS Fife, Non-Executive Members – Les Bisset (LB), Martin Black (MB), Eugene Clarke (EC), Margaret Wells (MW) Chris McKenna (CM), Medical Director, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative Simon Fevre (SF), Staff Representative NHS Fife
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associated Medical Director, NHS Fife Katherine Paramore (KP), Medical Representative
<b>Attending</b>	Esther Curnock (EC), Consultant in Public Health Medicine, NHS Fife Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA) (Minute) Tim Bridle (TBRi), Audit Scotland

### NO HEADING

### ACTION

#### 1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board and advised the Board that the first part of this meeting would consist of a presentation from a deputation regarding the closure of the Wellesley Unit at Randolph Wemyss Hospital.

The Chair then introduced Councillor Ryan Smart, Councillor Colin Davidson and Claire Baker MSP.

#### 2 DEPUTATION / PETITION

Councillor Smart advised the meeting that a 1,984 signature petition has been submitted and they are looking to have the decision regarding the permanent closure of the Ward to be changed and that the closure be on a temporary basis to allow further consultation to take place.

Claire Baker asked that the Board reconsider their decision.

**2 DEPUTATION / PETITION (Cont)**

Councillor Davidson spoke of the concern locally at the lack of consultation prior to the closure of the ward.

The Chair opened the meeting to questions from Board members. One question was asked but was aimed at Officers, which was not permitted under the terms of the Standing Orders.

The Chair then thanked Councillors Smart and Davidson and Claire Baker for their attendance at today's meeting.

**1 CHAIRPERSON'S WELCOME AND OPENING REMARKS (Cont)**

The Chair welcomed Amanda Wong who was recently appointed permanently to the post of Associate Director, Allied Health Professionals.

The Chair then congratulated the following:-

Andrea Smith, Lead Pharmacist who has been made a Fellow of the Royal Pharmaceutical Society.

Rhys Greig, a newly qualified community staff nurse in Fife who has been chosen to receive the Ellen Kelly Award from Dundee University School of Nursing.

Karen Mellon who has been recognised for her outstanding contribution to dementia care in the Alzheimers Scotland Centre for Policy and Practice Annual Celebration Report. Karen is a lead Podiatrist for Care Homes within the Partnership and is also a dementia champion and Dementia Specialist Improvement Lead.

Paula Birks, Community Support Manager who has made the top 3 in the category for Leader of the Year in the Scottish Health Awards 2020.

Teams from Fife have been recognised by the Chartered Society of Physiotherapy in case studies about advanced practice physiotherapy. Well done Kate Leishman and Katie Kinch.

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

**3 CHIEF OFFICERS REPORT & PROTOCOL FOR MEETING**

The Chair handed over to Nicky Connor for her Chief Officer's Report which had three parts:-

**Protocol for Meeting** – Board members are familiar with the process to be used during the meetings and were asked to use the Hand function if they wished to speak rather than using the Chat function.

**Key Updates** – all of these would be covered during the main agenda for the meeting.

**Wellesley Unit, Randolph Wemyss Hospital** – Nicky Connor advised that the unit was closed on 7 September 2020 in line with Direction issued by the IJB.

NO	HEADING	ACTION
3	<b>CHIEF OFFICERS REPORT &amp; PROTOCOL FOR MEETING (Cont)</b>	
	Assurance was given regarding both staff and patients following the closure. The position regarding Responsible Medical Officer remains unchanged.	
	Part of the direction was consideration of the unit in line with a developing community hospital strategy and an update on this will come to both the Clinical & Care Governance and Finance & Performance Committees in due course.	
	Question was asked about Ward 16 at Queen Margaret Hospital and the changes made at the start of the Covid-19 pandemic. An update was given on access to inpatient palliative care in Fife and how there has also been increased support for safe, high quality palliative care at home.	
	Eugene Clarke raised a point of order.	
4	<b>CONFIRMATION OF ATTENDANCE AND APOLOGIES FOR ABSENCE</b>	
	Apologies had been received from Steve Grimmond, Carol Potter, Helen Buchanan, Fiona Grant, David Alexander, Eleanor Haggett, Lynn Barker, Lynne Garvey, Kathy Henwood, Jim Crichton and Eleanor Dona Milne.	
5	<b>DECLARATION OF MEMBERS' INTERESTS</b>	
	There were no declarations of interest.	
6	<b>MINUTES OF PREVIOUS MEETING 23 OCTOBER 2020</b>	
	The Minute of the meeting held on 23 October 2020 was agreed as accurate.	
	Dave Dempsey had questions on the Finance Update, regarding information on funding from Scottish Government and the budget realignment exercise.	
	Audrey Valente confirmed that no update has yet been received from Scottish Government, but that Social Care funding was being reviewed in November 2020 and Health funding in January 2021.	
	Nicky Connor confirmed that ongoing meetings are being held with the respective Chief Executives and Directors of Finance to discuss budget and updates will be provided at future meetings.	NC/AV
	Tim Brett asked if a report could be provided on this year's flu campaign once it had concluded. Nicky Connor will liaise with Esther Curnock.	NC/EC
	The Action Note from the meeting held on 23 October 2020 was agreed as accurate.	
8	<b>COVID 19 / REMOBILISATION UPDATE</b>	
	The Chair introduced Nicky Connor who, along with Chris McKenna, Helen Buchanan and Esther Curnock gave an update on both Covid 19 and Remobilisation.	

**8 COVID 19 / REMOBILISATION UPDATE (Cont)**

Esther Curnock updated on Covid-19 including positive cases, rate per 100,000 population and testing. The team are evaluating the current level 3 restrictions and further data in the coming weeks will allow the impact of these to be assessed.

Chris McKenna advised that staff continue to support remobilisation following the first wave of covid-19 and the challenges in recent weeks. Public adherence to restrictions is valued and will assist.

Helen Buchanan reiterated Chris McKenna's update and highlighted the challenge of winter alongside the Covid-19 situation. Plans are in place to cope and support patient care and flow.

Scott Garden provided an update on planning for the Covid-19 vaccination programme. Close working is ongoing between Scottish Government, the National Planning Team and local teams. Cohort based approach to delivery of vaccine, meaning most vulnerable residents and those who care for them will be vaccinated first. There is excellent support from General Practice. Work is ongoing with Nursing and Care Homes.

Nicky Connor expressed her thanks to all staff who have been involved in this year's flu campaign, which has only a few more weeks to run. A concerted effort is being made to ensure all eligible have access to the vaccine.

The Chair asked for questions regarding these updates.

David J Ross asked how eligible patients would be contacted, Scott Garden confirmed that the full plan is still in development but for the initial priority groups this will be the responsibility of GP surgeries.

Christina Cooper asked if it could be ensured that the local communications strategy could be aligned to the national comms strategy. Scott confirmed that there was close working with national communications.

**9 FINANCE UPDATE**

The Chair introduced Audrey Valente who presented this report which detailed the financial position of the delegated and managed services based on 30 September 2020 financial information. The forecast deficit is £6.780m and £6.939m relates to unachieved savings that remain at risk of non-delivery. These are currently within the local mobilisation plans, but it remains uncertain whether full funding will be made available by the Scottish Government. This paper reflects the full value of non-delivery of savings included as a pressure within the core projected outturn position. This level of overspend requires urgent management action to ensure that the partnership delivers within the approved budget.

Four key areas of overspend that are contributing to the financial outturn overspend –

**9 FINANCE UPDATE (Cont)**

Risk Share

Hospital and Long-Term Care

Adult Placements

Homecare Services

The report provided information on in year additional funding allocations to provide clarity and highlighted further risks and uncertainties in the financial year.

The paper also provided an update in terms of both core expenditure and Covid spend. The latest projection suggested an overspend position at March 2021 of £6.780m. A recovery plan is developed, and work will continue towards delivery of the savings approved in March 2020.

Dave Dempsey questioned the particular focus on Adult Placement overspend, which Audrey confirmed was a pilot exercise being undertaken to focus on areas of overspend and seek resolution.

Discussion took place around the number of staff vacancies which were contributing to underspends and the impact this could have on service users. Nicky Connor confirmed this is monitored and is discussed at Local Partnership meetings with staff side/trade unions.

The Board noted the financial position as reported at 30 September 2020 and to noted and discussed the next steps and key actions.

**10 FIFE INTEGRATION JOINT BOARD ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2020**

The Chair introduced Audrey Valente who presented this report. Tim Bridle from Audit Scotland undertook the audit in line with the Public Sector Code of Conduct.

The report provided the Board with an overview of the Health & Social Care Partnership 2019/20 Audited Annual Accounts and to present the Annual Audit Report.

The unaudited accounts were presented at the Audit and Risk Committee on 10 July 2020. The audit accounts were discussed at the Audit and Risk Committee on 20 November 2020.

Tim Bridle, Audit Scotland gave a brief introduction to the Annual Audit Report and Recommendations.

The accounts have been audited and external audit has confirmed that the financial statements give a true and fair view. They have been prepared in accordance with International Financial Reporting Standards as interpreted and adapted by the 2019-20 Code of Practice, the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

The key messages of the audit are provided on page 4 of the auditor's report. The key messages cover the 2019/20 annual accounts; financial

**10 FIFE INTEGRATION JOINT BOARD ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2020 (Cont)**

management and sustainability; governance, transparency and best value. The audit opinions are all unqualified.

The audit report presents an Action Plan and recommendations and a management response is provided for each recommendation.

The Action Plan would be progressed through Pentana, a Council system and the Audit and Risk Committee will be updated on its progress.

The Board approved the 2019-2020 annual accounts for signature.

**11 WINTER READINESS**

The Chair introduced Nicky Connor who presented this report, which was discussed at the Clinical & Care Governance Committee on 13 November 2020.

The Winter Plan is a joint NHS Fife / Health & Social Care Partnership document and is currently active. A key priority is on supporting our workforce with the combined challenges of Covid-19, flu and winter pressures.

Key areas in the plan include prevention of admission to hospital, Home First and the use of Near Me for consultations.

Discussion took place around how we are coping so far, surge capacity and looking at lessons learned.

Christina Cooper asked about the Integrated Risks and how this was being updated and monitored in relation to Winter. Nicky Connor explained the weekly meeting that is in place with Helen Buchanan as Exec Lead for Winter and the Director of acute services and how this is reporting through the silver and gold command structure.

The Board noted the detail of the Winter Plan for 2020-21.

**12 STRENGTHENING GOVERNANCE – BOARD MEMBER ACCESS TO PAPERS**

The Chair introduced Nicky Connor who presented this paper which had been discussed at the IJB Development Session on Friday 27 November 2020. This is the first in a series of reports which will come to the IJB for approval. The Board approved the access to governance Committee papers by IJB members who are not members of that particular governance Committee. These papers will be provided on a confidential basis.

**13 ITEMS TO BE ESCALATED FROM GOVERNANCE COMMITTEES**

The Chair asked Eugene Clarke, Tim Brett and David Graham for any items from governance committees that they wish to escalate to the IJB.

## **13 ITEMS TO BE ESCALATED FROM GOVERNANCE COMMITTEES (Cont)**

### **Eugene Clarke – Audit & Risk Committee - 20 November 2020**

#### ***For Information***

- 1 A&R support the provision of a Finance Deputy – issue of Audrey Valente having to spend time adjusting figures from FC and NHS Fife.
- 2 Welcome change in budget setting processes following Audit reports which will bring much greater openness, visibility and control re finances. Good progress

#### ***Escalation***

Recommend Transformation Board should publish a clear Communication Strategy to include:

- who is being informed/consulted about possible changes and how this is being done.
- describe the decision-making groups and processes by which changes will be approved.
- include specific reference to governance procedures for NHS Fife, Fife Council and HSCP
- all these should have timeline showing sequence and actual dates when known.

### **Tim Brett – Clinical & Care Governance Committee - 13 November 2020**

- 1 Alcohol & Drug Partnership (ADP) Annual Report – this item will now be the subject of an IJB Development Session on Monday 8 February 2021.
- 2 Report on Keys to Life – report on learning disabilities was welcomed.

### **David Graham – Finance & Performance Committee - 11 November 2020**

- 1 Acknowledged significant financial pressure we remain under.
- 2 Financial effects of Covid-19.
- 3 Unachieved savings.
- 4 Scottish Government funding for remobilisation.

## **14 DATES OF NEXT MEETINGS**

**IJB Development Session - Friday 5 February 2021**

**Additional IJB Development Session – Monday 8 February 2021**

**Integration Joint Board - Friday 19 February 2021**