PRESENT: Councillors David Ross (in the Chair) and, Peter Grant and Steve Grimmond, Chief Executive, Fife Council; Alastair Robertson (Vice Chair, NHS Fife Board (substitute for Allan Burns) and Dr. Edward Coyle, Director of Public Health, NHS Fife; Dr Brian Montgomery, Medical Director, NHS Fife (for para 49 below and substitute for John Wilson); Chief Superintendent Garry McEwan, Police Scotland, Fife Division; Iain Vincent, Local Senior Officer and ACO Peter Murray, Scottish Fire & Rescue Service; Kenny Murphy, Chief Executive, Fife Voluntary Action (substitute for Robert Bell); David Rennie, Stakeholder & Partnership Manager, Scottish Enterprise (substitute for Linda McPherson); Hugh Logan, Principal, Fife College and Michael Kellet, Head of Resilience Division, Scottish Government.

ATTENDING: Outcome Leads/Officers:- Paul Vaughan, Senior Manager (Policy, Communications & Area Management), Tim Kendrick, Partnership & Policy Manager, and Liz Box, Committee Administrator, Corporate Services, and Morag Millar, Lead Officer Economic Programmes and Policy, Enterprise, Planning and Protective Services; Alan Paul, Senior Manager, Property Services, Asset and Facilities Management; Derek Muir, Head of Housing and Neighbourhood Services and John Mills, Senior Manager, Housing and Access Support all Fife Council; Sheila Noble, Co-ordinator, Fife Domestic and Sexual Abuse Partnership; and Susan Manion (EYC Executive Champion), NHS Fife.

APOLOGIES FOR ABSENCE: Councillor Alex Rowley (Chair); Allan Burns, Chair and John Wilson, Chief Executive, NHS Fife; Robert Bell, Chair of Fife Voluntary Action Board; Alex Macaulay, Partnership Director, SEStran (South East Transport Scotland Transport); Professor Chris Hawkesworth, Deputy Principal, St. Andrews University and Gordon McDougall, Head of Operations (Fife Forth Valley & Tayside), Skills Development Scotland.

46. WELCOME AND INTRODUCTIONS

Councillor David Ross welcomed those present to the meeting.

47. MINUTES

(a) Fife Partnership Board (FPB) of 4th June, 2013

Decision

The minute was approved as a correct record.

(b)/
(b) Fife Partnership Executive Group (FPEG) of 26th June, 2013 and 6th August, 2013

**Decision**

The Board noted the minutes.

(c) Chief Officers Public Safety (COPS) Group of 26th June, 2013

**Decision**

The Board noted the minute.

48. APPOINTMENT OF VICE-CHAIR

**Decision**

The Board agreed to appoint Allan Burns, Chair, NHS Fife Board as Vice-Chair of the Fife Partnership Board.

49. GETTING BETTER IN FIFE

Dr. Brian Montgomery, Medical Director, NHS Fife gave a presentation on the NHS Healthcare Improvement Plan for Fife entitled “Getting Better in Fife”. Dr. Montgomery advised that the plan set out five key priority areas for improvement in the delivery of clinical services in Fife over the next five years, with two overarching methodologies being quality improvement and programme management. The aims of the plan were to provide a good experience for patients through reducing harm and waste and decreasing variation in clinical practice, based on the premise “Don’t Hurt Me, Fix Me, Be Nice to Me”.

In discussion, it was suggested that consideration be given to adopting clinical governance arrangements to facilitate a culture of integration with other community planning partners, in order to improve pathways of care and links with care in the community. Members also highlighted the need for continued improvements in relation to prevention.

**Decision**

The Board noted the presentation on “Getting Better in Fife” and that progress reports would be submitted to the Fife Partnership Board.

50. COMMUNITY PLAN OUTCOMES - REPORTS

(a)/
(a) **Meeting the need for suitable housing choices**

The Board considered a report by outcome lead officer, Derek Muir, Head of Housing & Neighbourhood Services, Fife Council, on behalf of the Fife Housing Partnership, providing an update on the delivery of key housing objectives for Fife. Derek Muir, and John Mills, Senior Manager presented the report and highlighted the approach to prevention and collaboration with other partners, in relation in particular to homelessness and childrens’ issues.

In discussion, members welcomed the Council and partners’ approach to providing new build rented social housing in Fife. The benefits of installing domestic sprinkler systems in new homes was highlighted. Members also highlighted the need for action to mitigate the effects of recent welfare changes, such as the “bedroom tax”.

**Decision**

The Board:-

(1) noted the report on meeting the need for suitable housing choices; and

(2) noted that the Head of Housing and Neighbourhood Services would continue to work with partners to take action to mitigate the impact of recent welfare reforms, particularly in relation to the affordability of rental properties;

(3) noted that the Head of Housing and Neighbourhood services would continue collaboration with NHS Fife and other partners in relation to links between hospital and home care, particularly in relation to elderly people and those with mental health issues;

(4) asked the Head of Housing and Neighbourhood Services to pursue the installation of sprinklers in new build council housing; and

(5) asked the Head of Housing and Neighbourhood Services to circulate further information to members of the Board on the number of homeless people in Fife and trends relating to the number of homeless people who have been housed in Fife.

(b) **Economy Theme Update**

The Board considered an outcome performance report by Keith Winter, Executive Director Environment Enterprise and Communities, outcome lead on progress being made by the Fife Economy Partnership in delivering the economy outcomes of the Fife Community Plan. Morag Millar, Lead Officer, Economic Programmes and Policy introduced the report and highlighted in particular the approach to providing next generation Broadband across Fife.

**Decision/**
Decision

The Fife Partnership Board agreed:

(1) to endorse the Fife Economic Strategy 2013-23 and new performance framework;

(2) to support the next generation broadband roll out plan;

(3) to recommend that partners work together to ensure that participation and uptake was as great as possible amongst public and private sector organisations to ensure that Fife maximised the economic and social benefits of digital activity; and

(4) that approaches be adopted to make Fife the best place to do business to ensure that organisations recognised and capitalised on their key role within the local economy.

(c) Extending Employment, Skills and Opportunities - Update

The Board considered a report by Keith Winter, Executive Director, Environment, Enterprise and Communities providing an update on progress being made by Fife Council and the Opportunities Fife Partnership (OFP) in delivering the extending employment, skills and opportunities long term outcome of the Fife Community Plan. Morag Millar, Lead Officer, Economic Programmes and Policy introduced the report and highlighted work to improve employment opportunities for young people in Fife.

In discussion, members highlighted the need for partnership working to ensure that young people were “job ready” prior to entering the employment market.

Decision

The Board noted the continued progress being made by the Opportunities Fife Partnership in extending employment and skills opportunities for the people of Fife, and particularly young people, in what remained a challenging economic climate.

51. JOINT PROPERTY ASSET MANAGEMENT PLANNING

The Board considered a report by Ken Gourlay, Head of Asset & Facilities Management Services, Fife Council providing an update on the joint property asset management activities across Fife and highlighting proposals to make good objectives of the community plan through the establishment of the strategic asset management group and the creation of local community asset plans. Alan Paul, Senior Manager, Property Services introduced the report and highlighted the partnership approach to asset management, including co-location arrangements at the new Fife College and reciprocal office working arrangements between St Andrews University and Fife Council.
In discussion, members welcomed the Strategic Asset Management Plan and recognised the need for urgency for adopting a strategic approach to rationalising property assets across partnership agencies, in order to encourage joint location/integration and support local community needs.

**Decision**

The Board:-

(1) noted the proposal to develop Local Community Asset Plans to complement Local Community Plans with the local asset plans focusing initially on Kirkcaldy (Gallatown/Kirkcaldy East and Templehall areas), Burntisland, Levenmouth and Glenrothes (Auchmuty area);

(2) noted progress on the creation of a Strategic Property Asset Management Group to help support and develop this activity, and more generally strengthen ongoing asset management activity amongst partners; and

(3) otherwise noted the content of the report; and

(4) recommended that, when considering property disposals, partner organisations first consider making the property available for use by the local community.

52. **REVISED COMMUNITY PLAN/SINGLE OUTCOME AGREEMENT AND QUALITY ASSURANCE OF FIFE’S SINGLE OUTCOME AGREEMENT**

The Board considered a report by Steve Grimmond, Chief Executive, Fife Council presenting a revised version of the Fife Community Plan and Single Outcome Agreement (SOA), in line with national guidance. The report also presented written feedback received by Fife Partnership following the quality assurance process for the SOA and a number of improvement actions, together with a sign-off letter for the draft SOA received from Derek Mackay, MSP, Minister for Local Government and Planning.

**Decision**

The Board:-

(1) approved the revised community plan and single outcome agreement (SOA), including the Prevention Plan;

(2) noted the written feedback from the SOA quality assurance panel;

(3) approved the proposed improvement actions set out in the SOA;

(4) noted the sign-off letter for the draft SOA from the Minister;

(5) noted that it was intended that the Scottish Government would hold a national conference, early in 2015, on learning from the SOA quality assurance process; and

(6)/
(6) agreed that an early presentation be given to the Fife Partnership Board by Michael Kellett, Head of Resilience Division, Scottish Government on the learning to date from the SOA quality assurance process.

53. **FIFE EARLY YEARS COLLABORATIVE**

The Board considered a report by Susan Manion, NHS Fife (EYC Executive Champion) and Carrie Lindsay, Fife Council (EYC Programme Manager) outlining arrangements to support the effective realisation of the early years collaborative quality improvement model and progress in confirming governance and accountability arrangements to the Children in Fife Group. Susan Manion presented the report and sought endorsement of the proposed management arrangements.

**Decision**

The Board:

1. approved the proposed management arrangements outlined in the report for the Early Years Collaborative;
2. noted the position with regard to reporting arrangements by the Early Years Collaborative to the Children in Fife Group; and
3. noted the assurance that commitment would be given by all partnership members to the collaborative approach.

54. **WHITE RIBBON FIFE (FIFE DOMESTIC AND SEXUAL ABUSE PARTNERSHIP)**

The Board considered a report by Stephen Moore, Interim Director of Health & Social Care Partnership providing information on the White Ribbon Campaign and considering ways in which Fife might build on existing work developed through Fife Domestic and Sexual Abuse Partnership (FDASAP) to engage with men and boys through education and public campaigning. Sheila Noble presented the report and sought the support of the Fife Partnership Board for the campaign in Fife.

**Decision**

The Board:

1. noted the content of the report;
2. endorsed the vision and mission statement of White Ribbon Scotland;
3. endorsed the “Guiding Principles” of White Ribbon Scotland; and
4. agreed that partner organisations would work with the Fife Domestic and Sexual Abuse Partnership to gain White Ribbon Fife status.
55. FUTURE BOARD MEETING ARRANGEMENTS

The Board noted:-

Decision

(1) that its next meeting would be held on Tuesday, 19th November, 2013 at 10.00 a.m. in Conference Room 2, Fife House, Glenrothes; and

(2) approved the draft timetable of meetings for 2014, subject to changing the FPEG meeting on Tuesday 16th December 2014 to avoid a clash with an NHS Board meeting.