



PUBLICATION SCHEME

For
Fife Council

**UNDER SECTION 23 OF THE FREEDOM OF INFORMATION (SCOTLAND)
ACT 2002**

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SHOULD YOU REQUIRE A COPY OF THIS DOCUMENT IN LARGE PRINT, BRAILLE, AUDIO TAPE OR IN ANY OTHER LANGUAGE PLEASE ASK AT ANY LOCAL OFFICE, EMAIL fifedirect@fife.gov.uk OR CALL THE CONTACT CENTRE ON 01592 411590

Produced by
Strategic Information Team
Policy & Organisational Development
Fife Council

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1. COVERAGE

This publication scheme produced under the terms of the Freedom of Information (Scotland) Act 2002 (hereinafter referred to as the Act) covers material published by Fife Council. Fife Council is the Unitary Authority responsible for the administration of local government in Fife including sole responsibility as Police Authority, Valuation Authority and for the Fire and Rescue Service. Material relevant to these functions is included in this scheme. The Chief Constable of Fife Constabulary and the Assessor for Fife are also required to produce publication schemes and relevant operational material will be included in those schemes rather than here. All the relevant material for Fife Fire and Rescue Service is included in this scheme.

The publication scheme adopted by the Fife Assessor can be found at www.fifedirect.org.uk and the publication scheme for Fife Constabulary can be found at www.fife.police.uk

Fife Council is also the lead sponsoring body for Fife Social Inclusion Partnership and FRAE Fife Social Inclusion Partnership and their publication schemes will also be found at www.fifedirect.org.uk.

2. YOUR RIGHT TO INFORMATION

The Act introduces a new right of access to any information held by Fife Council and other public bodies, subject to a number of exemptions. The Act imposes certain obligations on Fife Council, which include creating this publication scheme. The Act comes fully into force in January 2005, when an individual's right to request information from a local authority (apart from that contained in a publication scheme and some exemptions) takes effect.

Fife Council is committed to the principles of openness and transparency in the conduct of its business and welcomes this legislation as an opportunity to be open and transparent in the way we make decisions and share information. Information is one of, if not the most important asset Fife Council has, and Freedom of Information provides a catalyst to make it more widely available and manage it more efficiently. It is intended that this publication scheme will be a valuable tool for enhancing the delivery of information to the public and in further encouraging local interest and participation in the democratic process across Fife.

Further details and information concerning the Act can be obtained from the Office of the Scottish Information Commissioner. Contact details for the Commissioner can be found in the complaints section below.

3. ABOUT FIFE COUNCIL

Fife Council was created as a result of the 1996 reorganisation of Local Government in Scotland, replacing Fife Regional Council, the 3 District Councils of Dunfermline, Kirkcaldy and North East Fife and Glenrothes New Town Development Corporation. There are 78 wards in Fife each represented by a single Councillor elected by the voters within that ward. Fife Council is the third largest of Scotland's councils in population terms and fourth largest in terms of revenue budget. The gross expenditure of the Council for 2002/3 was

just over £709m; gross capital expenditure (including housing) was just over £66.8m for the same year.

Committee Structure

The Councillors join together, usually every eight weeks, at Fife Council meetings to form the primary decision making group for the organisation. Much of the more detailed decision making is undertaken by the committees and sub-committees appointed by the council. The responsibilities of the full council and the committees are set out in the Scheme of Administration for Fife Council available as a document within this scheme. In brief the names and functions of the committees include the elements set out here.

Fife Council elects the Convener and committee chairs; appoints members of joint boards and committees; approves the annual budget, sets council tax and housing rent levels; approves the Community Plan; agrees the Scheme of Administration, Standing Orders, Schemes of Delegation and Financial Regulations.

The Council has established six strategic committees that have responsibility for functions across the whole of Fife.

Standards and Audit Committee is responsible for ensuring high standards of conduct by councillors and ensuring that the management and internal audit procedures meet the codes of corporate governance. This includes scrutinising and investigating any matter within the remit of the committee.

Policy and Resources Committee agrees all strategic and corporate policy, policies and strategies to meet the Council's objectives under the Community Plan; corporate policies and strategies to promote social inclusion, social equality and the regeneration of communities in Fife; the Council's overall capital and revenue expenditure; the overall performance and quality of Council services in meeting policy objectives measured against approved indicators and targets. The committee also undertakes all functions concerning valuation and electoral registration and schemes for Community Councils.

Children's Services Committee has responsibility for all matters relating to the provision and regulation of services to children including education, childcare, looked after children and the promotion of children's welfare.

Adult Services Committee deals with matters relating to the provision of social and community services including housing; social work, community care; lifelong learning, leisure; recreation and community development.

Community Safety Committee has responsibility for promoting safer communities including crime prevention, consumer & public safety and public health. The committee exercises the Council's police and fire functions; has responsibility for trading standards; licensing board co-ordination; emergency planning and civil defence.

Environment and Development Committee deals with strategic planning & development issues; economic development, transport issues, cleansing and waste management.

The Council has established three areas Central, East and West Fife for the delivery of many of its services and created two of committees in each area with local responsibilities.

Area Services Committees deal with the implementation of local actions necessary to achieve the objectives of policies and strategies set by strategic committees. Within this wide remit they have particular responsibilities for local forums; appointments to local groups and assessing the impact of policies at the local level.

Area Development Committees are responsible for determining planning applications and planning issues; building control and control of pollution relation to their area.

Management Structure

The council has adopted a management structure that is designed to assist in the achievement of its priorities and objectives. This differs in a number of respects from traditional local government structures and requires methods of working on the part of senior officials which differ from the conventional role of professionally focused managers working within distinct departments.

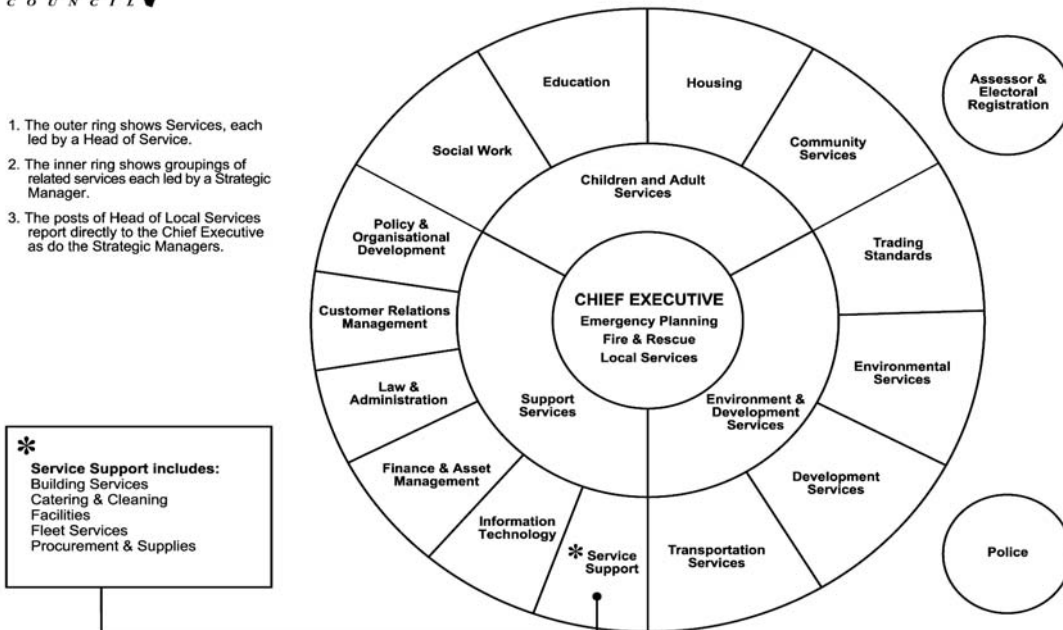
Services are organised in 3 groups, each of which is headed by a strategic manager (see diagram below). The role of these managers is to foster joint working both between Services and external agencies. Prime responsibility for the design, development and delivery of individual Services lies with first tier posts of 'Heads of Service'. They have the responsibility for the management of their service and for the provision of advice on Service specific issues. Heads of Service also work with the Chief Executive and appropriate Strategic Manager in contributing to the wider Community Planning and Council agendas.

Children and Adult Services:

Community Services manages: adult basic education, adult guidance, arts development, bereavement services, community centres & halls, community learning, community use of schools, countryside, English for speakers of other languages, events, grants support, parks and amenities, leisure centres, libraries, museums, outdoor education, play schemes, sports, swimming pools, theatres and youth work.

The Education Service is responsible for providing pre-school and school age education for children and young people in Fife. This provision is made through 17 nursery schools, 146 primary schools and 19 secondary schools.

1. The outer ring shows Services, each led by a Head of Service.
2. The inner ring shows groupings of related services each led by a Strategic Manager.
3. The posts of Head of Local Services report directly to the Chief Executive as do the Strategic Managers.



The Housing Service in Fife has two jobs. It plans to meet the needs for affordable and appropriate housing, as well as managing over 30,000 Council houses. The planning covers assessing housing need, provision of affordable rented and low cost owned housing, improving and regenerating existing areas of housing. Often, assessment of housing needs uncovers homelessness and other special needs, where the service provides information, advice and accommodation.

Social Work Service is responsible for arranging social care services provision for people and communities in Fife. Every day, the Service makes a crucial difference to people's lives at time of personal or family need. It seeks to provide the necessary support for people to remain in their own home and communities, it protects and supports children and young people in need and helps offenders to change their offending behaviour.

Environmental & Development Services:

Development Services brings together the Council's responsibilities in economic development, planning and building control. It supports the growth and development of the Fife economy, working closely with partners. It assists businesses by developing and managing a portfolio of office and industrial property to lease, by making land available for development and by providing a wide range of economic information.

Environmental Services is responsible for ensuring that Fife is a healthy, safe and clean place in which to live, work or visit. We provide a full range of environmental services including environmental health, cleansing and waste management.

The Trading Standards Service is responsible for enforcing trading laws and protecting consumers and businesses from unfair trading practices. The Service works closely with other Council services, in particular, the network of Local Offices around Fife to ensure that services are provided in the community.

Transportation Services The main objective of this Service is to set-out, deliver, continually monitor and further develop the Local Transport Strategy for Fife. This includes the planning, development and delivery of the policies, infrastructure and services associated with:- - private transport (walking, cycling, traffic management, road safety and parking) - public transport (accessible, community and rural transport, school transport, concessionary travel, local and express bus travel, rail, ferry and air travel) - freight transport (rail freight, road freight, inter-modal freight, sea and air freight) - the management and maintenance of our transport infrastructure.

Support Services

Customer Relations Management Service is responsible for developing the Council's Internet site and other electronic information databases, managing all media enquiries, press releases, information and publicity campaigns, consulting on methods of contact used by the Council, developing a Council-wide approach to good customer service and co-ordinating the distribution of information.

The Finance and Asset Management Service is responsible for the provision of financial and management advice for the Council and the strategic management of its property assets. The financial elements include the co-ordination of budget preparation, completion of the annual accounts, maintaining the Council's financial records and providing financial advice/support to all Council services, the payment of Salaries and Pensions, the payment of creditors and processing all insurance claims, the collection of Council Tax and Non-domestic rates, the calculation and payment of Council tax and Housing Benefit

Information Technology Service helps the Council work effectively by making good use of information technology. It builds and buys computer systems and keeps them up and running. It looks after the telephone and data networks that link the Council's many offices across Fife, and allow the Council to keep in contact with its vehicles and mobile workforce. It is also responsible for the planning and provision of computer information services to the public.

Policy and Organisational Development plays a key role in promoting good practice and improvement ideas throughout the Council. It encourages learning and development through skill development, workplace learning, organisational development events, flexible working and career development and through research and development. Policy and Organisational Development also provides consultancy support and guidance to services on personnel and employment issues, occupational health and safety and organisational and service reviews ensuring that managers and employees are supported to build good employee relations, involvement and commitment and to improve performance.

Law and Administration Service is responsible for providing legal advice to the Council and its Committees, and to other Council services. It also supports the democratic process through the administration of Council and Committee meetings. In addition, it undertakes a wide range of functions including the administration of licensing, the District Courts, Elections, Civic Affairs, Council Archives, Common Good and Trust Funds and Disabled Person's Badges.

Service Support comprises a group of business units with the expertise and capacity to deliver a range of services to the Council's corporate and major front-line Services and customers.

- Building Services
- Facilities
- Procurement & Supplies
- Catering and Cleaning
- Fleet Services

4. WHAT IS A PUBLICATION SCHEME?

Under Section 23 of the Act public authorities such as Fife Council have a duty to adopt and maintain a scheme relating to the publication of information. The scheme, known as a publication scheme, is subject to Scottish Information Commissioner approval. A publication scheme is essentially a statement of the information, which Fife Council will make routinely available as a matter of course. Once approved, the authority must publish information in accordance with the scheme and review the scheme from time to time. The SIC when approving a scheme can also say how long it should run before being reviewed.

Publication schemes must specify:

- the 'classes' of information that the authority intends to publish;
- the manner in which information in each class is, or is intended to be, published; and
- Whether the published information is free or whether a charge will be made for it.

The term "publish" simply means, "to make publicly available" in whatever formats the information exists (for example as an electronic document, printed book, video or leaflet). The Council aims to ensure that the content and structure of its scheme reflects the types of information in which there is a clear public interest and intends to review and update its publication scheme on a regular basis.

5. HOW THE PUBLICATION SCHEME WAS FORMULATED

A key requirement of the publication scheme is that it identifies the 'classes' of information that Fife Council will publish. In devising 'classes' of information, the paramount consideration has been that members of the public can readily understand it and that information is classified in a meaningful way.

In formulating this publication scheme, the council has had regard to the guidance issued by the Office of the Scottish Information Commissioner under Section 43(2) of the Act and in particular took the following steps:

- Review of information held, including documents, leaflets and information on FifeDirect and how this was classified and structured. A full information management audit has been on going since May 2003 and will be completed by May 2004.
- All council services were asked to consider frequently requested information when devising their 'classes' of information.
- Liased with other councils in and across Scotland in the preparation of publication scheme format and 'best practice'.

The scheme itself is split into 13 generic top level categories. These are based on the Local Government Category List (version 1.02) developed by the LAWS project. By adopting these categories, the council will be providing a consistent structure of classifying information and will be adopting e-Gov. standards in terms of classifying information on websites.

The 13 categories are:

1. Business
2. Community and Living
3. Council, Government and Democracy
4. Education
5. Environment
6. Health and Social Care
7. Housing
8. Jobs and Careers
9. Legal Services
10. Leisure and Culture
11. Policing and Public Safety
12. Social Issues
13. Transport and Streets

These categories are then further divided into sub-categories, which are also taken from the category list. It is at the 'class' level where most of the information is set out about the information that the organisations are committing themselves to publish routinely. The class definitions were developed in consultation with and from information collated from council services. Each class describes the type of information, explains the format in which it is available, provides contact details and a web site address (if applicable), and indicating wherever charges apply for the supply of the information. Where possible the information will be provided VIA the www.fifedirect.org.uk website.

6. RESPONSIBILITY FOR THE PUBLICATION SCHEME

The person who has overall responsibly for this publication scheme is:

Paul Vaughan
 Strategy and Information Manager,
 Policy & Organisational Development,
 Fife Council
 Tel: (01592) 41 3246
 Email: Paul.Vaughan@fife.gov.uk

The person who is responsible for the day-to-day running of this publication scheme is:

Information Co-ordinator
Law & Administration Service
Fife Council
Tel: (01334) 412 907

Please contact any local office or Library if you are unable to find a particular item and require further assistance. To help us track down the information you require please provide us with as much information as you can about the information in question. Where possible a direct contact has been provided within the service responsible.

7. ACCESS TO INFORMATION NOT INCLUDED IN THE PUBLICATION SCHEME

From January 2005, the Act gives you the right to see any information held Fife Council, subject to certain exemptions and conditions. The Act is fully retrospective, which means you can ask to see information of any age. Our procedures for ensuring we can respond timeously to all information requests are set out in the Freedom of Information guidance available from Fife Council.

Until the 1st January 2005, it is Fife Council's intention to answer your request according to our existing customer contact procedures. The information you are looking for may already be available from the Council under the publication scheme.

8. EXEMPTIONS

The Act creates a limited number of exemptions from the duty to disclose information either as part of our publication scheme or in response to a specific request.

While Fife Council's aim is to be as open as possible, there may therefore be circumstances when it will be necessary for us to withhold information under any of the classes referred to in the publication scheme or in response to a specific request. These exemptions can include, for example where we consider that disclosure may prejudice substantially law enforcement, legal proceedings, or our regulatory or enforcement activity, or where law otherwise prohibits disclosure. We may also withhold information that may prejudice substantially the commercial interests of any person or organisation.

Most information that we hold about individuals is covered by Data Protection Act 1998 and not available for public access. This act requires that we keep personal information about our customers and staff confidential and that you only have the right to see information about yourself. Recent Court rulings mean that some personal information, such as the names of people attending a meeting, may fall under the Freedom of Information legislation rather than Data Protection. Our intention remains to respect your privacy where possible and to handle information about individuals with care and sensitivity. Please ask the staff who are working with you or at any local office if you want to know more.

In all cases where exemptions apply, we will withhold the information and indicate why the information is being withheld. If you wish to complain when information is withheld from you, please read the complaints section (13) below.

9. ARCHIVING POLICY AND FILE RETENTION

Fife Council is obliged, under Sections 53 and 54 of the Local Government etc. (Scotland) Act 1994 and in terms of the Code of Practice issued under Section 61 of the Act, to make proper arrangements for the preservation and management of its records.

Individual Services set procedures for maintaining and archiving their records. Records will be retained in line with retention schedules agreed by Services with the Council Archivist. Most Council records will be destroyed when they are no longer needed to meet legal requirements or business needs. Some records will be selected for permanent preservation in the Fife Council Archive Centre or other suitable repositories.

10. COPYRIGHT

Most information identified in this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged. A few items are specifically identified in the scheme as having a more restrictive copyright; typically where the organisation has produced an item for sale such as a local history book.

11. ACCESSING INFORMATION AND DIVERSITY ISSUES

Information in the publication scheme can be obtained by the following methods: -

Online- most information listed in the publication scheme can be accessed directly VIA the Fife website at www.fifedirect.org.uk. In addition Fife's libraries have public access computers with Internet facilities.

By email -if the information you request is not available on the website, but is listed in our publication scheme, we can send it to you by email, where practical. If you wish to submit a request by email please contact the individual whose telephone number is shown.

By telephone - information can be requested over the telephone. Please provide full contact details, including telephone number, so that we can telephone to clarify any details, if necessary. Again charges may apply for printing costs.

By post- Most information is also available in a paper copy form. Pleased address your request to the person whose name is given in the publication scheme. When requesting information, please include the following details. Your name and address, the information or documents you want to see and any fee applicable. Cheques etc. should be payable to Fife Council.

Personal visits - local offices and libraries can provide help and advice in finding you the information you want. Details of their locations are included at the end of this scheme.

By inspection - for some classes of information, you will need to come to a specific office and may need to make an appointment to view the information. This may include planning applications, historical information or maps. Please contact the person whose name is given in the publication scheme.

Special Formats Fife Council aims to provide information in a particular format, for example in Braille, on tape, or in a different language, the council will take all reasonable steps to meet your request. Please use one of the methods listed above to ask for our help.

12. CHARGES FOR INFORMATION

We try to make as much information as possible available free of charge. Where there is a statutory charge for information, or where we sell a copy of a publication, this is clearly stated in the publication scheme. We have not charged for anything, which so far we have provided free of charge.

Access to all other information listed in the scheme is free, although we may charge a reasonable fee to cover photocopying, printing or postage cost if you wish to be provided with a paper copy of the information. If this is the case, you will be told about the charge at the time you make the request. The charge will depend on the number of pages you ask for.

- There is no charge for accessing material on our Internet site. Internet access computers are available to use free of charge in all libraries but booking is advisable. There is a list of libraries in this publication scheme. There is normally a charge for printing from the computer at libraries, currently 20p per sheet for A4 (black & white/colour), 40p per sheet for A3 Colour.
- There is no charge for electronic copies provided by email (except in the case of library's provision of digital copies of photographs). There may be a charge to cover the cost of providing information on disc or CD.
- There is no charge for inspecting documents within council offices. There may be a charge for providing you with photocopies of the document. The charge will depend on the number of pages you ask for.
- There is no charge for inspecting historical material within Law and Admin Archive Centre. There will be a charge for the photocopying of archived material and again this charge will depend on the number of pages you ask for.
- The provision of library/archive/museum material is subject to the published rules and regulations on access and charges for such services. Access to 'recorded information' held by Council libraries, the archive centre and museums is potentially exempt under section 25 of the Act because it may be regarded as 'reasonably obtainable'. Whether this makes information "reasonably obtainable" in terms of s25 will depend on such variables as how restrictive the access is, the nature of the individual request, and on occasion the personal circumstances of the person requesting information. We will treat every request for such information on its individual merit.

13. COMPLAINTS

Fife Council aims to provide information in accordance with the Act to those who request it and to publish information in accordance with this Publication Scheme. If, however, an applicant is dissatisfied with the way the Council has dealt with their request or feels that information has not been published in accordance with this Scheme, then they can require the Council to review the actions and decisions taken in relation to it.

Fife Council will, in the course of 2004, establish a specific mechanism for reviewing decisions taken in relation to the disclosure or non-disclosure of information under the Act. Any complaints concerning requests for information published under this scheme can be made: -

- in person to any local office (locations are listed at the end of this document)
- by phoning the Council contact centre on 01592 411590
- by emailing fifedirect@fife.gov.uk
- in writing to Paul Vaughan, Strategy and Information Manager, Fife Council, Fife House, North Street, Glenrothes, Fife KY7 5LT

The request or complaint should be in writing or some or form capable of being used for subsequent reference, and should specify the nature of the request and the manner in which you believe it has not been met. It must include the name of and have a correspondence address (email is suitable) for the person complaining/seeking a review.

If, following the review, the applicant is still dissatisfied with the Council's response, an appeal can be made to the Scottish Information Commissioner who will look into the matter and has power to order authorities to disclose withheld information.

The Commissioner can be contacted at the following address:-

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road,
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Or by e-mail to: enquiries@itspublicknowledge.info
Web address: <http://www.itspublicknowledge.info/>

14. YOUR COMMENTS, FEEDBACK AND VIEWS

If you have any comments, suggestions or views in connection with this publication scheme please forward them to us.

For instance: -

- What did you like and dislike about this publication scheme?
- How can this Publication Scheme be made more citizen focused?
- What else would you like to see in this publication scheme?
- Did you find the information you wanted easily and were the members of staff helpful?

- Do you have any suggestions on how to make Fife Council more open and transparent in the provision of information?

Please forward your views: -

- in person to any local office (locations are listed at the end of this document)
- by phoning the Council contact centre on 01592 411590
- by emailing fifedirect@fife.gov.uk
- in writing to Paul Vaughan, Strategy and Information Manager, Fife Council, Fife House, North Street, Glenrothes, Fife KY7 5LT

15. DEVELOPMENT OF THE SCHEME

New documents and reports are being produced all the time and will be added to the publication scheme as soon as possible. Some documents will be replacements for existing published information, for example an updated housing allocation policy that will then be moved into the archive. We also expect to need some additional classes of information as new areas of work are developed and these will also be added as required. We will not remove any classes of information as part of this process.

We intend to review the operation of the scheme, its structure and content in early 2006 and may then submit a revised scheme to the Information Commissioner. Any comments on its strengths and weaknesses would be most welcome to the above contacts.

16. CATEGORIES AND CLASSES OF INFORMATION

The information in the scheme has been set out in a series of Categories, Sub-categories and Classes to make it easier to understand. The structure used is based on the Government's eGMS standard for all material that is placed on web sites to provide consistency with other information available in the UK and internationally. The overall structure allows for information to be listed more than once where we believe this will help you find what you are looking for. The names of categories and classes are used consistently throughout.

This key is used in each class of information to identify the format that the information within each class is available in.

Formats and Availability

FORMATS

E.DOC Word document
E.PDF Adobe Acrobat
E.RTF Rich Text Format
E.XLS Spreadsheet
E.JPG Picture format

PAPER

LEAFLET/ BOOKLET

AUDIO TAPE

VIDEO TAPE

CD-ROM

DVD

AVAILABILITY

WEBPAGE VIA FifeDirect

VIA CONTACT

BY INSPECTION

TELEPHONE

FROM YOUR LOCAL OFFICE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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16.1 BUSINESS CATEGORY

Business Opportunities							
Business Information	Business Newsheet is a monthly newsletter from Business Gateway in Fife giving news, information on selected local and national business events, sales/tender opportunities.	Aiden Kahler	01592 623141	PAPER, HTML	WEBPAGES VIA FIFEDIRECT OR ON REQUEST FROM BUSINESS GATEWAY	NO	NONE
Service Support Tender Opportunities	Current tender opportunities on purchase of goods, materials and services by Procurement & Supplies, Service Support	Keith Grieve	01592 415128	E.PDF, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST VIA CONTACT	NO	NONE
Service Support Procurement Overview	An overview of tender process standards by Procurement & Supplies, Service Support	Keith Grieve	01592 415128	E.DOC, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST VIA CONTACT	NO	NONE
Business Property							
Premises to Let	Current information on vacant industrial and office premises and sites available for industrial/office development in Fife.	Aiden Kahler	01592 623141	PAPER, HTML	WEBPAGES VIA FIFEDIRECT OR ON REQUEST FROM BUSINESS GATEWAY	NO	NONE
Business Support							
Business Development on Fife Farms	Current information and advice to farmers in Fife who are interested in making the most of their assets by diversification.	Carol Bayne	01334 412794	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Business Services: Cupar Town Business News	A quarterly newsletter for Cupar town centre businesses	Jim McLeish	01334 412792	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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BUSINESS - Business Support continued

Business Services: Fife Business Directory	Fife Business Directory lists names/addresses and description of Fife's manufacturing and business to business service companies and is published for Business Gateway.	Aiden Kahler	01592 623141	PAPER, HTML	WEBPAGES VIA FIFEDIRECT OR ON REQUEST FROM BUSINESS GATEWAY	YES	Charge of £25 for businesses/individuals outside Fife.
Business Services: FIT E-News	Monthly electronic newsletter targeted at Fife's exporters and providing general exporting news and information.	Philippa Simms	01592 752040	HTML	WEBPAGE VIA www.fife-trade.org.uk	NO	NONE

Economic Development

Economic Statistics	A range of economic information and statistics on the Fife economy including demographic statistics, economic activity, earnings and employment for Fife	Sandra Linton	01592 413358	HTML, PAPER	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Economic Strategy	This sets out the economic development priorities of the Fife Economic Forum	Mike Hill	01592 416878	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Vacant and Derelict Land Supply	Current information made available through annual audit undertaken by Development Services on the supply and take up of vacant & derelict land in Fife.	Dave Dunn	01592 416321	HTML, PAPER	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Trading Standards

Animal Feed Mixing Registration	Current guidance and forms for the registration of on-farm mixing	Derek Taylor	01592 416105	HTML	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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BUSINESS – Trading Standards continued

Animal Health and Welfare	Information and advice relating to animal health and welfare laws	Ian Harvey	01592 412660	HTML, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Approved Garage Scheme	Current membership details of approved garage scheme and how to apply	Martin Wardrop	01592 416068	HTML, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Credit/Loan and Money Advice	Current advice and information on credit, loan and general money advice made available by Fife Council Trading Standards	Martin Wardrop	01592 416068	HTML, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Fair Trading Advice	Current information and advice on fair trading compliance under the Trade Description Act, Prices Act and the Consumer Protection Act	John Geddes	01592 416344	HTML AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Safety: Explosives Registration	Current information and advice on how to register to sell explosives	Geoff Bates	01592 416390	E.PDF AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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BUSINESS – Trading Standards continued

Safety: Petroleum Licences	Current information and advice needed for when you store 15 litres or more of petroleum spirit (petrol, benzene, toluene, hexane).	Alan Hamilton	01592 416751	HTML, PDF AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Safety: Poison Selling Registration	Current advice and guidance on the registration for a license to sell poisons such as strong rodenticides, chemical toilet fluid, agricultural weedkiller & pesticides, drain cleaners and strong insecticides	Geoff Bates	01592 416522	PDF, HTML AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Safety: Product Safety Advice	Current guidance, advice and information on the regulations governing the supply of consumer goods and safety	Geoff Bates	01592 416522	HTML AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR FROM TRADING STANDARDS	NO	NONE
Safety News	Current public news on safety warnings and product recalls administered by Trading Standards in Fife	Geoff Bates	01592 416390	HTML, PAPER	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Trading Standards Service Procedures	Current policies relating to Trading Standards Service Procedures including inspection, investigations and enforcement.	Neil Edwards	01592 416353	HTML, E.DOC AND LEAFLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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BUSINESS – Trading Standards continued

Weights and Measures	Current information on how to make a complaint regarding weights and measures, quantity checking and inspection of weigh goods in Fife	Alan Hamilton	01592 416751	HTML	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
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16.2 COMMUNITY AND LIVING CATEGORY

Consumer Advice and Protection

Approved Garage Scheme	Current membership details of approved garage scheme and how to apply.	Martin Wardrop	01592 416068	HTML, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Consumer Action	Current self-help guidance and information on what to do if you have a consumer complaint available VIA an information pack.	Geoff Bates	01592 416522	LEAFLET/ BOOKLET	FROM YOUR LOCAL OFFICE OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Credit/Loan and Money Advice	Current information and advice on consumer credit made available by Fife Council Trading Services	Martin Wardrop	01592 416068	HTML, E.PDF	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Fair Trading Advice	Current information and advice on fair-trading laws.	John Geddes	01592 416344	HTML AND LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COMMUNITY AND LIVING - Consumer Advice and Protection continued

Intrusive Marketing	Current guidance on how to reduce junk-mail telesales calls and other intrusive marketing.	Geoff Bates	01592 416522	LEAFLET/BOOKLET	ON REQUEST FROM YOUR LOCAL OFFICE OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Product Safety Advice	Current guidance information on the regulations governing the supply of consumer goods in the UK.	Geoff Bates	01592 416522	HTML , LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), FROM YOUR LOCAL OFFICE OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Safety News	Current news on safety warnings and product recalls administered by Trading Standards in Fife	Geoff Bates	01592 416522	HTML	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), FROM YOUR LOCAL OFFICE OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Weights and Measures	Current information on how to make a complaint regarding weights and measures, quantity checking and inspection of weigh goods in Fife	Alan Hamilton	01592 416750	HTML	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), FROM YOUR LOCAL OFFICE OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Ethnic Communities							
Asylum Seekers Support	Current details of advice and support given to Asylum seekers in Fife	Zahida Ramzan	01592 413617	PAPER	ON REQUEST VIA CONTACT	NO	NONE
Ethnic Minority Employment	Information on Services provided	Lifang Lamb	01383 314614	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COMMUNITY AND LIVING – Ethnic Communities continued

Minority Ethnic Communities in Fife	Current overview of minority ethnic groups in Fife	Zahida Ramzan	01592 413617	PAPER, HTML, E.PDF	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Multi-Cultural and Anti-Racist Education	Current information on multi cultural and anti-racist education in Fife Schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
FRAE Fife Social Inclusion Partnership	Current information relating to FRAE Fife Social Inclusion Partnership	Ian Maconachie	01592 204005	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Race Equality	Council policy on Racial Equality and combating racial discrimination	Zahida Ramzan	01592 413617	LEAFLET/P AMPHLET	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE

Interpreters' Services

Fife Community Interpreting Service	Current details of the services available from the Fife Community Interpreting Service	General Enquiries	01592 611174	PAPER, E.DOC	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
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Life Events

Marriages	Current information on getting married in Fife including list of approved venues for civil marriages in Fife and brochures detailing facilities and marriage fees	Council Registrars	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
Register of Burials	Administration and maintenance of the records for burials taking place in cemeteries in Fife.	Margaret Campbell	01334 412818	PAPER	BY INSPECTION	NO	NONE
Registration of Births, Deaths and Marriages	Current information on where and how to register of Births, Marriages and Deaths in Fife	Council Registrars	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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16.3 COUNCIL, GOVERNMENT AND DEMOCRACY CATEGORY

Elections							
Election Results	Current information on the results of elections within Fife including participants and the voting numbers.	Doreen Sim	01592 416301	PAPER	BY TELEPHONE OR ON REQUEST FROM CONTACT	NO	NONE
Electoral Boundaries	Information on the electoral boundaries in Fife including European, parliamentary, council, community council and school board areas.	Doreen Sim	01592 416301	PAPER	BY TELEPHONE OR ON REQUEST FROM CONTACT	NO	NONE
Voting in Fife	Current information on how to vote in Fife, dates of elections, types of elections, polling stations and the general electoral processes	Doreen Sim	01592 416301	HTML, PAPER	WEBPAGE VIA FIFEDIRECT AND INFORMATION FROM YOUR LOCAL OFFICE	NO	NONE
European Affairs							
European Information	Current briefings on the European Commission and Parliament including proposals, regulations and directives and how this affects Fife	Dominique Robertson	01592 413291	PAPER	ON REQUEST VIA CONTACT	NO	NONE
Fife Council: Area Committees							
Central Area Development	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Elizabeth Cowan	01592 417825	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN SIX MONTHS SEE CONTACT	NO	NONE
Central Area Services	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Steven Thompson	01592 417836	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN SIX MONTHS SEE CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY - Fife Council: Area Committees continued

Central Area Sub-committees	Current membership and agendas, minutes and reports for previous six months including common good, registration and regulation sub committees. Exemptions may apply	Steven Thompson	01592 417836	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
East Area Development	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Neil Brown	01334 412918	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
East Area Services	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply.	Beth Flynn	01334 412912	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
East Area Sub-committees	Current membership and agendas, minutes and reports for previous six months including common good, registration and regulation sub committees. Exemptions may apply	Neil Brown	01334 412918	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
West Area Services	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Sandra Hunter	01383 312718	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY - Fife Council: Area Committees continued

West Area Development	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply.	Tom Garrett	01383 312719	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
West Area Sub-committees	Current membership and agendas, minutes and reports for previous six months including common good, registration and regulation sub committees. Exemptions may apply	David Henderson	01383 312707	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
Fife Council: Community Involvement							
Community Councils	Information on Community Councils in Fife including membership and boundaries	Morag Jackson	01592 413844	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Community Planning	Current information community planning in Fife including the Community Plan and State of Fife Reports	Julie Brooks	01592 416020	PAPER, LEAFLET/ BOOKLET, HTML, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Public Consultations	Information and guidance on how to carry out public consultations including consultations that have been undertaken and those that are planned or proposed.	Ian Maconachie	01592 61622	PAPER, HTML SEARCH	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Regeneration	Current information on the Council's regeneration policies and area initiatives within Fife.	David Ross	01592 413952	LEAFLET/ BOOKLET, PAPER	FROM REGENERATION AREA OFFICES IN DYSART, ABBEYVIEW, LEVENMOUTH AND LOGHGELLY.	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY continued

Fife Council: Finance and Funding

Abstract of Accounts	Current abstract of accounts for previous financial year	Robert Gibson	01592 413326	LEAFLET/ BOOKLET, HTML	BY INSPECTION FROM FINANCE AND ASSET MANAGEMENT SERVICE. WEBPAGE VIA FIFEDIRECT	NO	NONE
Council Tax	Current information and advice on council tax payment bands and payment advice	Benefits and Council Tax Team	01592 416222	LEAFLET/ BOOKLET, HTML	FROM YOUR LOCAL OFFICE, WEBPAGE VIA FIFEDIRECT	NO	NONE
Council Tax Discount Advice	Current advice and application forms for discount or exemption from council tax	Benefits and Council Tax Team	01592 416222	LEAFLET/ BOOKLET, E.DOC	FROM YOUR LOCAL OFFICE. DISCOUNT APPLICATION FORMS AVAILABLE TO DOWNLOAD VIA FIFEDIRECT FROM JUNE 2004	NO	NONE
External Funding	Current information on Fife's income from external funding sources, including the National Lottery, European Funding and Fife's Environment trust including briefings of recent awards made available to projects in Fife	Sheena Kenny	01592 416163	PAPER, E.DOC	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Financial Plans	Current financial plan	Robert Gibson	01592 413326	LEAFLET/ BOOKLET, MIX OF E.DOC AND E.XLS	BY POST/ INSPECTION FROM FINANCE AND ASSET MANAGEMENT SERVICE. ON FIFEDIRECT FROM 2003/04	NO	NONE
Revenue Budget	Current Fife Council Revenue Budget.	Robert Gibson	01592 413326	LEAFLET/ BOOKLET, E.DOC, E.XLS	BY POST and INSPECTION FROM FINANCE AND ASSET MANAGEMENT. ON FIFEDIRECT FROM 2003/04	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY *Fife Council: Finance and Funding* continued

Financial Regulations	Procedures for the regulation and control for the financial resources by Fife Council.	Geoff McDonald	01592 414263	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
<i>Fife Council: Governance</i>							
Bylaws	Current information on the 6 council Bylaws	Iain Matheson	01592 416813	E.Doc, PAPER	AVAILABLE ONLINE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Code of Corporate Governance	Current details of arrangements made by Fife council in complying with the Corporate Governance Framework.	Iain Matheson	01592 416813	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Complaints Procedures	The current complaints/feedback and comments procedures and processes made by Fife Council and form	Contact Centre	01592 414141	LEAFLET	FORMS VIA FIFEDIRECT. ON REQUEST FROM CONTACT	NO	NONE
Councillors	Current information on Councillors including contact information, political allegiance, and committee membership. Information is also given on the interests of members and the allowances they receive.	Members' Services Unit	01592 413615	PAPER, HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE
Financial Regulations	Procedures for the regulation and control for the financial resources by Fife Council.	Geoff McDonald	01592 413326	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Scheme of Administration	The current Scheme of Administration which sets out the role and membership of the Council, its Committees and Sub-Committees and explains the scrutiny role of the Council and its Committees.	Linda Bissett	01592 416303	PAPER, HTML	WEBPAGE VIA FIFEDIRECT AND ON REQUEST VIA CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY - Fife Council: Governance continued

Scheme of Delegation of Officials	The current Scheme of delegation, which lists those decisions, which the council has determined, should be taken on its behalf of the council.	Iain Matheson	01592 416813	PAPER, HTML, E.DOC	WEBPAGE VIA FIFEDIRECT; SERVICE DELEGATIONS ON REQUEST FROM SPECIFIC SERVICES	NO	NONE
Scheme of Tender Procedures	The current Scheme of Tender Procedures regulating the awarding of contracts relating to the supply of goods or materials or the execution of works as required under Section 81 of the local Government (Scotland) Act 1973	Iain Matheson	01592 416813	PAPER, HTML, E.DOC	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Standing Orders	Procedures for the conduct of Council meetings.	Linda Bissett	01592 416303	PAPER, HTML, E.DOC	WEBPAGE VIA FIFEDIRECT AND ON REQUEST VIA CONTACT	NO	NONE

Fife Council: Planning, Performance and Review

Annual/Quarterly Information	Current quarterly FMT and annual performance reports made by each of the Council's services.	Saul Hain	01592 413653	PAPER, E.DOC	ON REQUEST FROM CONTACT OR FROM SPECIFIC CONTACT	NO	NONE
Best Value	Current information on the Council's implementation of its Best Value regime and the EFQM approach	Philo Wood	01592 415106	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Council Sector/Service Plans	Information on the plans produced by the corporate sectors and services of Fife Council. Guidance is provided to services to develop their plans	Saul Hain	01592 413896	PAPER, E.DOC	ON REQUEST VIA CONTACT OR FROM SPECIFIC SERVICE	NO	NONE
Public Performance Reporting	Current public performance report available for Fife Council.	Katie Doucet	01592 413653	LEAFLET, E.PDF	VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE

Fife Council: Staff Management and Recruitment

Human Resource Policies and Procedures	Current Fife Council human resource/people management policies and procedures.	Stuart Bain	01592 413891	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY *Fife Council: Staff Management and Recruitment* continued

Vacancies	Current vacancies available within Fife Council	Gillian Allan	01592 413784	PAPER, HTML SEARCH	SEARCHABLE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
<i>Fife Council: Strategic Committees</i>							
Adult Services	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Susan Gilbert	01592 416850	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PERS SHEET
Children's Services	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Susan Williams	01592 416857	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
Community Safety	Current membership and agendas, minutes and reports for previous six months. This includes the Council's roles as Police Authority and for decisions relating to Fife Fire and Rescue Service including service appointments and Best Value issues. Exemptions may apply.	Bill Welsh	01592 416227	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10P PER SHEET
Environment and Development	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Hazel Hewitt	01592 416868	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN SIX MONTHS SEE CONTACT	YES	10P PER SHEET

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY - Fife Council: Strategic Committees continued

Fife Council	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Susan Gilbert	01592 416850	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10p PER SHEET
Policy and Resources	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Liz Box	01592 416165	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10p PER SHEET
Standards and Audit	Current membership and agendas, minutes and reports for previous six months. Exemptions may apply	Liz Box	01592 416165	PAPER,	AVAILABLE ON FIFEDIRECT. FOR AGENDAS/ MINUTES/ REPORTS OLDER THAN ONE YEAR SEE CONTACT	YES	10p PER SHEET
Information Management							
Archive Centre	Current information on how Council archive collections can be accessed, archive collection catalogue and policy	Andrew Dowsey	01592 416504	PAPER, HTML	AVAILABLE VIA FIFEDIRECT OR VIA CONTACT	NO	NONE
Data Protection Policy	Information on how Fife Council is meeting its requirements under the Data Protection Act 1998	Frank Jensen	01334 412913	PAPER, HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE
Freedom of Information	Information on how Fife Council is meeting its requirements under the Freedom of Information (Scotland) Act 2002, how to request information and complaints procedures	Frank Jensen	01334 412913	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Information Security Management	Current policies, standards and guidance relating to information security management within Fife Council	Fiona Gorham	01592 417431	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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COUNCIL, GOVERNMENT AND DEMOCRACY CATEGORY – Information Management continued

Photographic Image Library	Current library of photographic images used by Fife Council.	Contact Centre	01592 414141	E.JPG, photographic print, CD-ROM	BY POST, BY INSPECTION	YES	Charge per photographic image
A-Z of Council Services	Current information on the services that are provided by Fife Council.	Contact Centre	01592 414141	HTML	WEBPAGE VIA FIFEDIRECT, TELEPHONE	NO	NONE
Current News and Features	Current public news/press releases and features released by Fife Council	Contact Centre	01592 414141	HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE
Research & Statistics	Current Fife research & statistics managed by the Corporate Research Team	Chris Mitchell	01592 413267	VARIOUS- Incl. PAPER & E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST VIA CONTACT	NO	NONE
Records Management	Current information and policies on records management within the council including Section 61 compliance	Andrew Dowsey	01592 416504	PAPER, E.PDF	WEBPAGE VIA FIFEDIRECT, ON REQUEST FROM CONTACT	NO	NONE

International Affairs

External Relations	Current information on the Council's relations with other organisations' including external bodies both domestic and European. Includes information on Scottish parliamentary debates and events which might be of relevance to Fife	Bruce Manson	01592 416301	PAPER	BY TELEPHONE OR ON REQUEST FROM CONTACT	NO	NONE
Twinning in Fife	Current information on the towns that Fife towns are twined with and the twinning/networking process.	Dominique Robertson	01592 413291	PAPER, HTML	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE

Non-Governmental Organisations

Support for Voluntary Sector Organisations	Current information on the support Fife Council provides for voluntary organisations including on- going funding, grants and support in kind.	Sharon Douglas	01592 416601	LEAFLET/ BOOKLET, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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16.4 EDUCATION CATEGORY

Educational Institutions							
Kirkland High School and Community College	Current further education courses available and charges for Fife Council employees and the local community	General Enquiries	01333 592443	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM KIRKLAND	NO	NONE
Home Teaching							
Home and Hospital Tuition	Current information and advice on the arrangements and monitoring procedures for educating children at home and those in hospital affected by pro-longed ill-health	General Enquiries	01592 414600	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Learning out of School -Guidance on Homework	Current advice given on homework skills	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Lifelong Learning							
Lifelong Learning Services	Information on Lifelong Learning Services	Area Opportunity Centres	Cowdenbeath: 01383 313141 Cupar: 01334 412240 Dunfermline: 01383 312200 Glenrothes: 01592 415188 Kirkcaldy: 01592 412555 Leven: 01333 592580	HTML	WEBPAGES VIA FIFEDIRECT	NO	NONE
Returning to Education	Information about Educational Opportunities for Adults in Secondary Schools	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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EDUCATION continued

School Information							
Choosing your School	Current guidance on your choice of school including age of starting and readiness, placing requests, special needs, meals, milk, clothing grants and transport.	General Enquiries	01592 416746	LEAFLET/ BOOKLET, HTML, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Fife Council Schools	Name, addresses, contact details of nursery, primary and secondary schools in Fife including catchment areas and other relevant information	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Instrumental Instruction	Information about the Service and contact numbers	Education Adviser (music)	01592 414600	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Free School Meal Information	Current application forms and guidance on how to apply for free school meals	Contact Centre	01592 414141	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
School Clothing Grant	Current application forms & guidance on how to apply for a school clothing grant	Contact Centre	01592 414141	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
Schools: Performance, Management and Inspection							
Continuing Professional Development and Review Guidelines for Schools	Current guidelines on the professional development, targets and review of schools in Fife	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Council Procedures for HMI Inspections	Council procedures for HMI inspections in Fife Schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Education Service Complaints Procedures	Current Education service complaints procedures and advice	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Managing Drug Related Incidents in Schools	Current procedures on the management of drug related incidents in Fife schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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EDUCATION – Schools: Performance, Management and Inspection continued

Performance, Monitoring, Support and Recognition for Schools	Current information on the procedures for monitoring the performance, recognition and support for schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
School Board Elections	Current information and advice to the public on how to be elected to a school board	Local Offices	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
School Funds	Current information on school funds	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
School Hall Lets	Current information on School let users	Local Offices	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
School Partnership With Parents	Current information on school partnership with parents.	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
School Security	Current information on school security procedures. Exemptions may apply	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE

Schools: Health

Health Promotion in Schools	Current information on health promotion within Fife schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Illness/Injury Procedures in Schools	Information for parents about the first aid arrangements in school for administering treatment for minor injury, sudden illness, the administration of emergency medicine and procedures for pupils with communicable diseases.	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
School Health Service	Current information provided by the school health Service	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE

Schools: Support Services

Behaviour Support Service	Information about the Service and contact numbers	Service Manager	01592 415602	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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EDUCATION – Schools: Support Services continued

Bilingual Support (English as a second language) in schools	Current information and advice for those whose first or home language is not English	Support Service Manager	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Psychological Service	Current information and advice concerning the education of children with special needs and the assessments of needs under the Education (Scotland) Act 1980 and the Children (Scotland) Act 1995	General Enquiries	01592 414752	HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
School Library Service	Current Resources support for teaching and teachers; project loans for school classes and teachers; primary school library health-checks.	Maggie Gray	01592 414610	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Special Education Needs: Support for Learning	Current information for parents/carers about who can advise them on educational matters where their child has special needs incl. learning, sensory, behavioural, physical and communication difficulties.	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Traveller Education	Current information and advice on the support of travellers of school age	Support Service Manager	01592 414600	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE

Schools: Policies and Procedures

Access to Schools by Police, Photographers, Researchers and Fund Raisers	Current information on the entry procedures to schools by police, photographers, researchers and fund-raisers	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Domestic Abuse	Current procedures and advice on pupils suffering from domestic abuse incidents in the home	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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EDUCATION – Schools: Policies and Procedures continued

Separated Families: Access Arrangements	Current information and advice for pupils with separated families	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Severe Weather	Information for parents about the arrangements for school closure in the event of severe weather	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
School Policies	Current school policies including anti-bullying, school attendance, school leaving dates, school dress codes, exclusion policy and class formation	General Enquiries	01592 416746	PAPER, HTML	ON REQUEST FROM INDIVIDUAL SCHOOL OR VIA FIFEDIRECT	NO	NONE
Traumatic Incidents	Current procedures for traumatic incidents in Fife Schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE

Schools: Transport

Entitlement	Current information on the entitlement to free school transport or behaviour of pupils on school transport	Resources' Officer	01592 413430	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Travel Plans	Current information on school travel plans	Clare Hamilton-Sturdy	01592 413826	E.PDF; LEAFLET/BOOKLET	WEBPAGE VIA FIFE DIRECT BY JUNE 2004 ; ON REQUEST/BY INSPECTION (Rothesay House, Glenrothes)	NO	NONE

Students

Education Maintenance Allowance	Information about eligibility for the award and contact numbers	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Higher School Bursary	Information about eligibility for the award and contact numbers	General Enquiries	01592 416746	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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EDUCATION continued

Teachers							
Visiting Teacher Service	Current information on the visiting teacher service providing support to schools involving art & design, drama, music and physical education	Support Service Manager	01592 414600	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM EDUCATION	NO	NONE
Training and Development							
Skill Seekers/ Modern Apprenticeships	Current modern apprenticeship opportunities and information within Fife Council training centres	Maureen Glennie	01592 413563	HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Training for People with Special Needs	Current training opportunities for people with special needs	Maureen Glennie	01592 413563	HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Youth Training Schemes	Information on the training available on youth training schemes	Maureen Glennie	01592 413563	HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Work based Learning							
Pupil Work Placements	Current information on pupil work placements in Fife schools	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
16.5 ENVIRONMENT CATEGORY							
Animals and Pests							
Animal Feed Mixing Registration	Current guidance and forms for the registration of on farm mixing in Fife.	Derek Taylor	01592 416105	HTML, PAPER	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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ENVIRONMENT – *Animals and Pests* continued

Animal Health and Welfare	Information and advice relating to animal health and welfare law.	Ian Harvey	01592 416390	HTML, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT (www.tradingstandards.gov.uk/fife), LOCAL OFFICES OR ON REQUEST FROM TRADING STANDARDS	NO	NONE
Dog Warden Service	Current information and advice on stray dogs, dog fouling and barking and responsible dog ownership	Elaine Devine	01334 412728	LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Pest Control	Current information on a range of pest species and charges on pest control treatments.	Douglas Maine	01383 313857	LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE

Environmental Protection

Air Quality	Current information and advice relating to air quality and its pollutants in fife	Phil Mawhood	01383 313860	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Environmental Services News	Current news which informs on topical issues which may have an impact on their health, safety and wellbeing	Bill Cassells	01592 413576	PAPER	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE /LOCAL OFFICES/ LIBRARIES	NO	NONE
Environmental Strategies	Current information on Fife's Environmental Network Strategy	Neil Gateley	01592 416154	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	YES	VARIED
Sustainable Development	Current information on sustainable development in Fife			PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Food Production and Quality

Food Date Marking	Current information and advice for consumers, manufacturers and retailers on the appropriate use of date marking on food substances	Kenny Riddoch	01334 412731	LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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ENVIRONMENT – Food Production and Quality continued

Food Hygiene Inspections	Current information on the food hygiene and food standard inspections of Fife's food premises as required under the Food Safety Act 1990.	Glen McLeod	01592 417730	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Food Hygiene Training Courses	Current information on all level of food handling training courses	Glen McLeod	01592 417730	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Food Safety Advice and Complaints	Current information and advice on food safety including food hazards, food poisoning, foods export certificates and food borne diseases.	Glen McLeod	01592 417730	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE

Land and structures: Building Control

Building Warrants	Current application forms and guidance incl. Completing your application, fees, processing your application, staged warrants, change of use, complaints and appeals. Also includes weekly lists.	Colin Aitken, Derek Walker, Iain Ross	01592 417624	HTML, E.PDF, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Development and Building Approved Plans	Copies of plans associated with planning decisions and building warrants which have already been decided	Administration Support	01592 412525	Photocopies of archived plans	ON REQUEST FROM DEVELOPMENT SERVICES	YES	£20 per copy of each plan

Land and structures: Conservation

Abandoned Vehicles	Information, advice and forms on reporting a vehicle that has been abandoned and/or burnt out.	Calvin Morrison	01592 417308	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Archaeological Heritage	Information of Fife's archaeological heritage including medieval abbeys, Isle of May, Salt pan excavation, medieval Dunfermline and Sinclairtown pottery.	Douglas Speirs	01592 416153	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	Price per publication ranging from £1-£5
Biodiversity In Fife	Information on biodiversity in Fife including Biodiversity action plan and wildlife recording information and natural heritage designations	Julie Bett	01592 413793	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	YES	VARIED

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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ENVIRONMENT – Land and Structures: Conservation continued

Conservation Areas	Current information and listings of conservation areas in Fife	Tina Lubin	01592 417618	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Contaminated Land	Current information on procedures for contaminated land and appropriate remedial measures carried out in Fife	Phil Mawhood	01383 313860	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Qualified Statements	Current application forms and guidance on qualified statements	Colin Aitken, Derek Walker, Iain Ross	01592 417624	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Land and structures: Planning & Development Control

Conversions	Current Information and application form for making alterations to buildings in Fife	Area Planning and Building Control	Central: 01592 417604 East: 01334 412200 West: 01383 314075	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Local Plans	Information on current local plans for Fife includes plans such as Fife mineral local plan.	Bill Lindsay, Alan Henderson, Brian Richardson	01334 412790, 01592 417612, 01592 314102,	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	VARIED
Planning Applications	Weekly planning applications listings for Fife. Information and guidance on planning applications including display of advertisements, development in the countryside, house extensions, garages, garden ground, dormer extensions, new and replacement windows	David Queripel, Nick Brian, Rab Hutton	01592 417621, 01334 412780, 01383 314087	HTML, E.PDF, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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ENVIRONMENT – Land and Structures: Planning and Development Control continued

Planning Charges	Current details of charges made by Development Services for the provision of services related to planning applications and building warrants.	Carol McAlear	01592 417600	HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE
Planning Policies	Non-statutory guidance planning policies such as policy on crushed rock aggregates in Fife	Dave Wardrope, Planner	01592 413483	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	£5
Structure Plan	Current information on Fife's Structure Plan.	Jenni Whittle	01592 416238	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	VARIED
Town Centres	Current non-statutory guidance on selected town centre action plans, including statistics from surveys.	Bill Lindsay Dave Dunn	01334 412790 01592 416321	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	VARIED

Rubbish, Waste and Recycling

Area Waste Plan	Current Fife Area Waste Plan focused on waste prevention and the re-use of certain wastes, underpinned by high recycling and composting levels.	Chris Ewing	01592 414215	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Household Waste	Current information on the uplifting of waste from Fife households	Chris Ewing	01592 414215	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Recycling Points and Routes	Current details of location of recycling points for excess domestic waste and details of green waste routes	Elaine Devine	01334 412728	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE

16.6 HEALTH AND SOCIAL CARE CATEGORY

Health Care

Alcohol, Drugs and Substance Use	Current information and advice including details on practical support relating to alcohol, drug and substance use available through Social Work	Janice Munro	01333 592336	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HEALTH AND SOCIAL CARE – Health Care continued

Health Improvement	Current joint health improvement plans	Vivienne Brown	01592 413951	PAPER, E.PDF, LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
HIV, Hepatitis C and other blood borne viruses.	Current information made available through the Positive Support Team	Ian Robertson	01383 313320	E.PDF/ LEAFLET/ BOOKLET	BY POST/ WEBPAGE VIA FIFEDIRECT	NO	NONE
Meningitis	Current information on meningitis and its symptoms for parents	General Enquiries	01592 416746	PAPER	ON REQUEST FROM EDUCATION	NO	NONE
Mental Health	Current information on advice and support services for people with mental health problems	General Enquiries	Central: 01592 412424 West: 01383 609111 East: 01334 412121	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE

Social Services: Adults and Disabilities

Care Charges	Current general information on Social Work Service charges	Angie Burt	01592 412494	HTML, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Care Needs	Current general information and guidance on community care service provision	Rona Laing	01383 609378	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Day Care: Adults	Current information available for the provision of day care services for adults and care assessment	Jayne Kemp	01592 412013	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Day Care: Older People	Current Information available for the provision of day care services for older people	Louise Bell	01592 415398	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Disabled Access To Council Buildings	Current Council Policy & Standards on disabled access to council buildings	Chris Anderson	01592 416408	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Emergency Alarms	Current information relating to emergency alarm provision	Bill O'Donnell	01592 415473	HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HEALTH AND SOCIAL CARE – Social Services: Adults and Disabilities continued

General Social Services Information	Current information about Services available from Fife Council Social Work	Sandy Fraser	01383 313224	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Home Care Support	Current information on home care support including free personal care	Alasdair Mcleod	01592 412014	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Housebound Services: Shopping Delivery	Current contact number and related information on house bound shopping service provided by Social Work Services	Jim McQueen	01592 415693	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Learning Disabilities	Current Social Work services information for people with learning disabilities	Roseanne Fearon	01592 414958	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Meals on Wheels	Current information and detail on the meals on wheels service provided by Social Work Services	Shona Strachan	01592 415306	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Physical Disability	Current Social Work services information for people with physical disabilities including equipment hire.	Yvonne Jones	01592 412032	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Residential Care: Older People	Current information and advice relating to residential care for older people in Fife.	Louise Bell	01592 415398	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Sensory Impairment	Current Social Work services information on the provision of services for those with visual and hearing impairments	Mary Cobain	01592 412638	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Support for Carers	Information relating to the support available for carers from Fife Council Social Work Service	Rona Laing	01383 609378	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Accommodation for Vulnerable Adults	Current information about Social Work housing support services for vulnerable adults who live in their own tenancies.	Helen Townsend	01592 412015	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Adult Residential Respite Care	Current information from Social Work Services about short breaks and holidays within a residential setting	Jean Jones	01383 313123	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Adult Placement Scheme	Current information relating to Social Work Services Community Living Scheme	Anne Fernie	01592 412023	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HEALTH AND SOCIAL CARE continued

Social Services: Children and Families							
Adoption and Fostering	Current Social Work services information leaflets and adoption and fostering procedures in Fife	Marion Geddes	01592 412408	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Child Care: Protection	Current Social Work services guides available relating to the protection of children and services provided	Sandra Thain	01592 414650	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Childcare Information Service	Information on choosing and finding childcare and after school provision in Fife. Details of childminders are available but do not form part of the publication scheme.	Lindsay Wishart	01592 414838	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Disabilities: Children with Disabilities	Current information leaflets relating to Social Services for Children with disabilities	Helen McKernan	01592 415222	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Family Support	Current Social Work services information on family support services	Theresa Stephenson	01383 313308	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
General Social Services Information	Current information about Services available from Fife Council Social Work	Sandy Fraser	01383 313224	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Residential Care: Children	Social Work services information Leaflets	Maggie Durning	01592 411 503	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Youth Justice Services	Current information about services available from Fife Council Social Work Youth Justice Service	Shona Williams	01592 412992	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE

16.7 HOUSING CATEGORY

Accommodation and Support Policies							
Energy Management in the Home	Current information and advice on energy management in the home including home heating, insulation and lighting	Housing Energy Management Service	01592 416904	LEAFLET/ BOOKLET, E.RTF	ON REQUEST VIA ENERGY MANAGEMENT SERVICE	NO	NONE
Gypsy Traveller Allocation	Current allocation of gypsy travellers sites.	Jane McNally	01592 413900	LEAFLET/ BOOKLET	ON REQUEST VIA HOUSING SERVICES	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HOUSING – Accommodation and Support Policies continued

House Numbering	Current information on house numbering allocation in Fife	Tom Todd	01383 313770	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Housing Plans	Current housing plans and strategies developed by Fife Council Housing Services	Derek Muir	01592 414214	LEAFLET/BOOKLET, E.RTF	ON REQUEST VIA HOUSING SERVICES; HOUSING STRATEGY AVAILABLE VIA FIFEDIRECT	NO	NONE
Housing Statistics	Current Fife Housing Systems Analysis information including economic and health and social contexts	Derek Muir	01592 414214	PAPER, E.RTF	ON REQUEST VIA HOUSING SERVICE; CURRENT ANALYSIS AVAILABLE VIA FIFEDIRECT	NO	NONE
Supported and Sheltered Accommodation	Current advice on sheltered accommodation.	Jane McNally	01592 413900	LEAFLET/BOOKLET	ON REQUEST VIA HOUSING SERVICE AND FROM YOUR LOCAL OFFICE	NO	NONE

Accommodation/ building types

Caravan Site Licensing	Guidance and documentation on applying for a caravan site licence	John Wardrope	01334 412722	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
Garages (Vehicle Storage)	Current information on getting permission to build a garage	Area Planning and Building Control	Central: 01592 417604 East: 01334 412200 West: 01383 314075	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Changes, Repairs and Maintenance

Asbestos	Information and advice on the removal of asbestos from non-council properties	John Wardrope	01334 412722	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HOUSING – Changes, Repairs and Maintenance continued

Conversions	Current Information and application form for making alterations to buildings in Fife	Area Planning and Building Control	Central: 01592 417604 East: 01334 412200 West: 01383 314075	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Empty Properties	Current information and advice on the maintenance of empty properties	Jane McNally	01592 413900	E.RTF, E.XLS, LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Estate Management	Current information on the general management of council housing including care of communal areas, advice on sub-letting and pets.	Alan Russell	01592 417819	E.RTF	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Garden Maintenance	Current information on how to get assistance with garden maintenance on council owned properties.	Local Offices	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
Home Improvements/Decorations/Repairs	Current information on the repair/improvements/decoration of your council home including application forms.	Alan Russell	01592 417819	E.RTF, LEAFLET/BOOKLET, PAPER	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Owning/ Renting/ Homeless							
Allocations	Current allocations policy and guidance on how to apply for a council house	Jullya Gauson	01383 312041	LEAFLET/BOOKLET, PAPER	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Build Your Own House	Planning Related Information	Area Planning and Building Control	Central: 01592 417604 East: 01334 412200 West: 01383 314075	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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HOUSING – Owning/ Renting/ Homeless continued

Homelessness	Current homeless advice on what to do if you have no home. Also includes current homeless Strategy and policy.	Vicky Emslie	01383 313691	LEAFLET/ BOOKLET, E.RTF	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Housing Benefit Advice	Current Information/Forms on Housing Benefit and Discretionary Housing Benefit	Benefits and Council Tax Team	01592 416222	LEAFLET/ BOOKLET, HTML	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE
Private Sector Housing	Current information and advice for private tenants and private landlords	Jane McNally	01592 413900	LEAFLET/ BOOKLET, E.RTF	ON REQUEST VIA HOUSING SERVICE AND FROM YOUR LOCAL OFFICE	NO	NONE
Rent (Arrears) Information	Current information and advice on rent arrears and general rent payment information	Lynne Robertson	01592 415250	E.RTF, LEAFLET/ BOOKLET	ON REQUEST VIA HOUSING SERVICE AND FROM YOUR LOCAL OFFICE. WEBPAGE VIA FIFE	NO	NONE
Right to Buy/Home Ownership	Current information and advice on your right to buy a council house. Includes general information on buying a house.	Jane McNally	01592413900	LEAFLET/ BOOKLET, E.RTF	ON REQUEST VIA HOUSING SERVICE, WEBPAGE VIA FIFEDIRECT	NO	NONE
Tenants' News and Information	Current tenants information including news, tenants policies, grant scheme information and your right to be consulted	Jane McNally	01592413900	E.RTF, PAPER, LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT AND FROM YOUR LOCAL OFFICE	NO	NONE

16.8 JOBS AND CAREERS CATEGORY

Finding Work

Job Training	Information on training available	Maureen Glennie	01592 413563	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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JOBS AND CAREERS – Finding Work continued

Unemployment Advice	Current advice and guidance on the services available to help those who have been made redundant. ,	Ron Bidgood	01592 415188	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Unemployment Statistics	Monthly statistics on the latest official unemployment figures for Fife with comparisons to national averages and historical trends.	Sandra Linton	01592 413358	HTML	WEBPAGE VIA FIFEDIRECT	NO	NONE
Vacancies	Current vacancies available within Fife Council	Gillian Allan	01592 413784	PAPER, E.DOC. HTML SEARCH	SEARCHABLE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE

Work type and stages

Skill Seekers/ Modern Apprenticeships	Current training opportunities for Skill seekers and modern apprenticeships in Fife	Maureen Glennie	01592 413563	PAPER, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Volunteering	Applications for grants to cover training costs for prospective youth workers	Jim Douglas	01592 413725	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE

16.9 LEGAL SERVICES CATEGORY

Courts

District Court	Current contact and location of District courts in Fife	Frank Jensen	01334 412913	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Drug Court	Information on Fife Drug Court and support services	Gillian Oghene	01592 417666		BY TELEPHONE	NO	NONE
Payment of Fines	Current information on members of the public paying parking fines	Local Offices	Your Local Office-see appendix	PAPER	FROM YOUR LOCAL OFFICE	NO	NONE
Sheriff Court	Social Work Services provided at and to Sheriff Court	Jane Martin	01383 312166	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE

Magistrates

Justices of the Peace	Current list of justice of the peace in Fife	Frank Jensen	01334 412913	PAPER	ON REQUEST FROM CONTACT	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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16.10 LEISURE AND CULTURE CATEGORY

Arts and entertainment							
Arts Development	Up-to-date information on maximising arts participation in Fife.	Andrew Neil	01592 414714	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Arts in Fife Information	Current information on opportunities to become involved in a mix of arts activities and events	Andrew Neil	01592 414714	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Arts Library Hire Service	Information and hiring details of the collection of over 1200 prints, original paintings, drawings, etchings and photographs available for hire.	Kenny Donnelley	01592 414714	ELECTRONIC AND PAPER	BY APPOINTMENT	NO	NONE
Performance Equipment Hire	Current details on the hiring of equipment and venues for arts and cultural activities.	Andrew Neil	01592 414714	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Culture							
Archive Centre	Current information on how Council archive collections can be accessed, archive collection catalogue and policy	Andrew Dowsey	01592 416504	PAPER, HTML	WEB PAGES VIA FIFEDIRECT AND ON REQUEST VIA CONTACT	NO	NONE
Exhibitions and Displays	Information on permanent and temporary exhibition and displays in Fife's museums	Lesley Botten	01383 323838	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Heritage: Archaeology in Fife	Information and advice on historic sites and monuments in Fife	Alistair Rees	01592 413805	HTML, E.PDF, PAPER	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Historic Buildings	Information for people who own historic buildings or have an interest in them.	Allan Brown	01334 412796	HTML, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Local History Publications	Items from the Council archive and local history collections published as books and leaflets	Dallas Mechan	01592 412869	PAPER	BY INSPECTION AND PURCHASE AT LIBRARIES	YES	DOCUMENT SPECIFIC
Museum Hire	Location, cost of museum hire	Dallas Mechan	01592 412869	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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LEISURE AND CULTURE continued

Hobbies and Interests							
Fitness and Health Activities	Council fitness activities available in Fife	Contact Centre	01592 414141	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Clubs and Groups	Details on locations where these clubs are available to Fifers	Contact Centre	01592 414141	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Libraries							
Library Catalogues	Current catalogue of stock held by Fife Council libraries including books, tapes and CDs	Aileen McLachlan	01334 412736	ELECTRONIC	BY INSPECTION AT ANY LIBRARY	NO	NONE
Library Services	Current information on the library service provided by Fife Council including locations, opening times, costs/charges and lending policies/procedures.	Aileen McLachlan	01334 412736	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Mobile Library Service	Route and timetable information	Aileen McLachlan	01334 412736	HTML E.DOC	WEB PAGES VIA FIFEDIRECT	NO	NONE
Parks and Recreation							
Allotments	Location and cost of hire for allotments in Fife	Gordon Hynd	01592 417870	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Boating	Location and costs of boat hire	Contact Centre	01592414141	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Countryside Access	Current information on rights of way and countryside access including what is a right of way, their use, and responsibilities of landowners.	Theresa Constable	01383 314098	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Countryside Parks	Background and key facts on countryside parks in Fife	Mark Wooton	01592 741212	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Locations of Parks	Location of parks. Also details of facilities and events information, disabled access	Kevin O Kane	01592 416847	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Park Plans	Current non-statutory management plan for Lomond Hills Regional Park	Andrew Kelly	01592 416336	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	YES	£6
Sports and Leisure Facilities	Information about Fife's sporting and leisure facilities.	Contact Centre	01592 414141	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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LEISURE AND CULTURE *Parks and Recreation* continued

Sports Grants	Background information on grants available to sports organisations	Sandra Hunter	01383 312718	HTML, PAPER	WEBPAGE VIA FIFEDIRECT	NO	NONE
Sports: Indoor and Outdoors	Information on sporting and leisure activities	Contact Centre	01592 414141	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
Trees	Details of when a tree may be protected and listings of those protected by a Tree Preservation Order	Dilys Livingstone	01334 412797	PAPER	ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE

Tourism and Travel

Places to Visit	Current result of an annual survey of visitor attractions in Fife analysing trends in visitor numbers.	Sandra Linton	01592 413358	HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
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Young People's Activities

Music	Information on musical activities for young people in Fife	Anne Chalk	01592 413895	HTML	WEB PAGES VIA FIFEDIRECT	NO	NONE
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16.11 POLICING AND PUBLIC SAFETY CATEGORY

Crime and Law Enforcement

CCTV	Current information and reports on Close Circuit Television systems in Fife	Tim Kendrick	01592 418860	PAPER	ON REQUEST VIA CONTACT	NO	NONE
Community Safety Information	Current information and advice on Community Safety in and around Fife	Tricia Cockburn	01592 416756	LEAFLET/ BOOKLET	ON REQUEST VIA CONTACT, COMMUNITY SAFETY STRATEGY AVAILABLE ONLINE	NO	NONE

Discrimination or Harassment

Racial Discrimination/ Harassment	Current information and advice on racial discrimination/harassment in Fife and how to report it	Saiqa Mujeeb	01592 413751	LEAFLET/ BOOKLET, E.PDF	WEBPAGE VIA FIFEDIRECT-ONLINE RACIAL INCIDENT REPORTING AND ADVICE, ON REQUEST VIA CONTACT	NO	NONE
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Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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POLICING AND PUBLIC SAFETY continued

Fife Fire and Rescue Service							
Careers in Fife Fire and Rescue	Current guidance giving details of how to apply to become a fire-fighter and the recruitment process involved including part-time and whole time fire-fighters, emergency control operators and the physical fitness test which is part of the process	Lesley Selbie	01592 774451	BOOKLET E.DOC	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Committee: Community Safety	Current membership and agendas, minutes and reports for previous six months. This includes decisions made concerning Fife Fire and Rescue Service. Exemptions may apply	Bill Welsh	01592 416227	PAPER, HTML, E.PDF	AVAILABLE ON FIFEDIRECT FOR AGENDAS/MINUTES/REPORTS LONGER THAN SIX MONTHS SEE CONTACT	NO	NONE
Community Fire Safety initiatives	Minutes of meetings of Task Group set up to identify potential links into Community Groups for purpose of fire prevention	Lesley Selbie	01592 774451	PAPER	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Complaints procedure	Current Fife Fire and Rescue Service procedure for dealing with complaints lodged by members of the public	Lesley Selbie	01592 774451	PAPER E.DOC	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Employee Statistics	Current statistical breakdown and make up of Fife Fire and Rescue Service's employees in terms of gender, ethnicity etc	Lesley Selbie	01592 774451	PAPER, E.XLS	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Fife Fire and Rescue Fees	Current charges made by Fife Fire and Rescue Service in relation to Fire Certification, Requests for Incident Reports and Special Services	Lesley Selbie	01592 774451	PAPER	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Fife Fire Stations	Current listing and location of whole time and retained fire stations within Fife	Lesley Selbie	01592 774451	MAPS, HTML	WEBSITE VIA FIFEDIRECT AND ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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POLICING AND PUBLIC SAFETY – Fife Fire and Rescue Service continued

Fire Safety Prevention	Current information and advice on how to prevent fires in the home, workplace and while out and out including caravanning and camping	Lesley Selbie	01592 774451	PAPER, HTML	WEBSITE VIA FIFEDIRECT AND ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Fleet Lists (vehicles)	Details of vehicles used by Fife Fire and Rescue Service, including fire engines and pool cars	Lesley Selbie	01592 774451	PAPER, E.DOC	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Health and Safety Information	Current information on health and safety relating to Fire and Rescue Service including statistics, procedures, accident reporting mechanisms, bulletins, health and safety committee minutes and other related information	Lesley Selbie	01592 774451	PAPER, E.DOC, E.XLS	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Inspections Statistics	Statistical information relating to how many premises in Fife were inspected for fire safety	Lesley Selbie	01592 774451	PAPER, E.XLS	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Integrated Risk Management	Information on the Integrated Risk Management Plan for Fife	Lesley Selbie	01592 774451	PAPER, E.DOC	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Management Structure	Fife Fire and Rescue Service's plans and objectives for the years 2003 to 2006	Lesley Selbie	01592 774451	BOOKLET HTML	website VIA FIFEDIRECT AND ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Media Relations	Publicity articles released to the press relating to Fife Fire and Rescue Service from April 2003 onwards	Lesley Selbie	01592 774451	PAPER, E.DOC	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Organisational Structure	Fife Fire and Rescue Service's plans and objectives for the years 2003 to 2006	Lesley Selbie	01592 774451	BOOKLET, HTML	WEBSITE VIA FIFEDIRECT AND ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE
Workplace Risk Assessments	Book detailing health and safety procedures, accident reporting mechanisms, and procedures relating to risk assessments at fires and rescue incidents	Lesley Selbie	01592 774451	PAPER	ON REQUEST VIA FIFE FIRE AND RESCUE	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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POLICING AND PUBLIC SAFETY continued

Nuisance							
Noise Nuisance	Current information and advice on noise nuisance behaviour in Fife	Phil Mawhood	01383 313860	LEAFLET/BOOKLET	WEBPAGE VIA FIFEDIRECT/BY POST/TELEPHONE	NO	NONE
16.12 SOCIAL ISSUES CATEGORY							
Family Planning							
Adoption and Fostering	Guidance and information on the Services offered by Social Work	Marion Geddes	01592 412408	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Identity Cards							
Smartcards	Current policy and information on Smartcard development	Fiona Armstrong	01592 413260	HTML	WEBPAGE VIA FIFEDIRECT AND ON REQUEST	NO	NONE
Policies and Plans							
Alcohol & Drug Abuse	Current advice and research on alcohol and drug abuse and related information.	Rita Keyte	01592 412019	E. PDF, HTML	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Community Care	Joint Community Care Plan 2004-2007. A wide range of organisations are involved in planning and providing community care in Fife. This document outlines how they plan to work together to promote, safeguard and improve the health and social care of the people of Fife.	Catriona Lyon	01592 413316	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE
Community Planning	Current information community planning in Fife including the Community Plan and State of Fife Reports	Julie Brooks	01592416020	PAPER, LEAFLET/BOOKLET, HTML, E.PDF	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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SOCIAL ISSUES continued

Population and Migration							
Census Information	Current census briefing papers and census information for Fife	Dave Dunn	01592 416321	HTML, PAPER	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM DEVELOPMENT SERVICES	NO	NONE
Privacy and Data Protection							
Data Protection Policy	Information on how Fife Council is meeting its requirements under the Data protection Act	Frank Jensen	01334 412913	PAPER	ON REQUEST VIA CONTACT	NO	NONE
Social Inclusion							
Fife Social Inclusion Partnership	Current information relating to Fife Social Inclusion Partnership	Ian Maconachie	01592 204005	PAPER	ON REQUEST FROM CONTACT	NO	NONE
FRAE Fife Social Inclusion Partnership	Current information relating to FRAE Fife Social Inclusion Partnership	Ian Maconachie	01592 204005	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Race Equality	Council policy on Racial Equality and combating racial discrimination	Zahida Ramzan	01592 413617	LEAFLET/ BOOKLET	WEBPAGE VIA FIFEDIRECT OR ON REQUEST FROM CONTACT	NO	NONE
Young People	Current support and advice available through Social Work Through Care Team for young people being looked after by their local authority	Vivienne Boyle	01592 412845	E.PDF	WEBPAGE VIA FIFEDIRECT	NO	NONE

16.13 TRANSPORT AND STREETS CATEGORY

Community Transport							
Accessible Vehicles	Advice and information on various grants available for accessible transport and list of current operators who have accessible vehicles in Fife	Jayne Baxter	01592 413460	PAPER, E.PDF	TELEPHONE; BY POST, LIST OF OPERATORS AVAILABLE VIA FIFEDIRECT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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TRANSPORT AND STREETS – Community Transport continued

Concessionary Travel	Current information on the Fife Mobility Card Scheme for those with mobility difficulties	Anne Cowan	01592 413104	E.PDF; PAPER, LEAFLET/ BOOKLET	WEBSITE VIA FIFE DIRECT; BY POST; TELEPHONE; BY INSPECTION (Council Local Offices)	NO	NONE
Demand Responsive Services: Dial-a-Ride	Current information on the Dial-A-Ride scheme operating in Fife	Angela Hutchison	01592 413290	HTML; E.PDF; LEAFLET/ BOOKLET	WEBSITE VIA FIFE DIRECT; BY INSPECTION (Council Local Offices)	NO	NONE
Demand Responsive Services: Ring-and Ride	Current information on the Ring-And-Ride scheme operating in Fife	Ken Kidd	01592 413114	HTML; E.PDF; LEAFLET/ BOOKLET	WEBSITE VIA FIFE DIRECT; BY INSPECTION (Council Local Offices)	NO	NONE
Minibus Management Centre	Current advice and information on the provision of transport for community groups	Angela Hutchison	01592 413290	HTML, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE

Cycling, Pedestrian & other Pathways

Cycling Access Agreements	Current information on the legal access agreements for private land over which Cycle Ways operate	Dave Kinnaird	01592 413107	PAPER	PHOTOCOPIES AVAILABLE ON REQUEST FROM CONTACT (Rothesay House, Glenrothes)	NO	NONE
Cycling Routes	Current information on cycle routes in Fife- includes edition of the newsletter on Fife cycling information	Sharon Rice-Jones	01592 413109	PAPER E.PDF, HTML	WEBSITE FIFE-CYCLEWAYS.CO.UK, MAPS BY INSPECTION AT TRANSPORTATION SERVICES WEBSITE	YES	Various

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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TRANSPORT AND STREETS continued

Motor Vehicles Roads & Parking							
Car Parking	Current information on car parks in Fife including information on applying for residents parking, parking policy and information on the Blue Badge Parking Scheme	Alistair Drummond	01334 413868	PAPER, BOOKLET/ LEAFLET	ON REQUEST FROM CONTACT, BLUE BADGE SCHEME AND RESIDENTS PARKING INFORMATION AVAILABLE FROM YOUR LOCAL OFFICE	NO	NONE
Coach and Lorry Parking	Current list of Transportation Managed car parks with Coach Parking	Alistair Drummond	01334 413868	DATABASE	ON REQUEST FROM CONTACT	NO	NONE
Park and Ride	Current accessibility and mobility information for Fife stations operating the park and ride scheme including information on getting to, and departures from, Ferrytoll Bus Park and Ride	Gary Moyes	01592 413825	HTML; E.PDF; LEAFLET/ BOOKLET	WEBSITE VIA FIFE DIRECT; BY INSPECTION (Council Local Offices, Bus Stations, Tourist Information Centres)	NO	NONE
Public Roads	List of public roads in Fife in accordance with Roads (Scotland) Act 1984	Alan Maxwell	01592 41 3511	DATABASE	BY INSPECTION AT TRANSPORTATION SERVICE, ROTHESAY HOUSE	NO FOR PRIVATE INSPECTION	CHARGE OF £40 FOR BUSINESS USERS
Road Safety Strategy	Current Road Safety Strategy operating within Fife	Blyth Berwick	01592 413105	E.PDF; PAPER; CD-ROM	WEBPAGE VIA FIFE DIRECT; BY POST; BY INSPECTION AT YOUR LOCAL OFFICE	YES	£10 for Technical Appendix
Road Safety: Speed Limits	Current details on speed limits for any Fife Council adopted road and general speed management	Peter Milne (E) Dave Frew © Murray Hannah (W)	East: 01334 412955 Central: 01592 412527 West: 01383 312761	HTML, PAPER	WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACTS	NO	NONE
Road Safety: Traffic and Crash Data	Current statistics on traffic flows and crash data in Fife	Blyth Berwick	01592 413105	PAPER	ON REQUEST FROM CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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TRANSPORT AND STREETS continued

Ports, Harbours, Waterways & reservoirs							
Coastal Protection/ Flood Prevention	Current report on flooding/reservoir and shoreline issues in Fife and measures taken to deal with them	Alan Ewen	01592 413513	E.PDF, LEAFLET/ BOOKLET	ON REQUEST FROM CONTACT, WEBPAGE VIA FIFEDIRECT	YES	Shoreline Strategy £5.00
Harbours & Piers	Current information on Fife Council owned Harbours and piers including listing, harbour rates and dues	Geoff Alexander	01334 413873	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Public Transport							
Bus Operators	Contact details for all bus operators serving Fife	Gary Moyes	01592 413825	HTML	WEBPAGE VIA FIFE DIRECT	NO	NONE
Bus Routes	List of current bus routes in Fife	Gary Moyes	01592 413825	E.PDF	WEBPAGE VIA FIFE DIRECT	NO	NONE
Bus Stations, Bus Shelters and Bus Stops	Current management rules governing all Fife Council run bus stations.	Tony McRae	01592 413057	E.PDF; PAPER, HTML	WEBPAGE VIA FIFE DIRECT; BY INSPECTION (Council Staffed Bus Stations); BY POST	NO	NONE
General Public Transport Information	Fife Council's Strategy on the Provision of Bus Information	Gary Moyes	01592 413285	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Getting Around Fife	Current edition of map showing bus and rail routes in and around Fife	Gary Moyes	01592 413825	LEAFLET/ BOOKLET, E.PDF- East Neuk Area Map	BY INSPECTION (Council Local Offices, Bus Stations, Tourist Information Centres), East Neuk Area Map available VIA FifeDirect	NO	NONE
Local Bus Service	Current edition of local bus service tender results	Alan Currie	01592 413102	PAPER	BY POST; BY INSPECTION (Rothesay House)	YES	£5 per hardcopy
School Transport	Current information on school travel plans	Clare Hamilton-Sturdy	01592 413826	E.PDF; LEAFLET/ BOOKLET	WEBPAGE VIA FIFE DIRECT, ON REQUEST/BY INSPECTION (Rothesay House, Glenrothes)	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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TRANSPORT AND STREETS – Public Transport continued

Taxi Travel	List of current taxi operators participating in the taxicard scheme, list of current taxi ranks	Anne Cowan	01592 413104	E.PDF; PAPER	WEBPAGE VIA FIFE DIRECT; BY POST	NO	NONE
Road and Pathway Maintenance							
Bridges	Current information on the method of prioritising the strengthening of weak bridges in Fife	Alan Ewen	01592 413513	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Current Roadworks	List of all current roadworks within Fife	Gopal Narayanan	01592 413524	DATABASE , HTML	WEBPAGE VIA FIFEDIRECT, ON REQUEST FROM CONTACT	NO	NONE
Maintenance of Roads, Footways, Cycleways and Verges	Current road maintenance strategy in Fife including interim cycleway maintenance regime and information on how to report a fault	Joanne Moor	01592 412021	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Planned Roadworks	Current works programme detailing ongoing projects	Beverley Brown	01334 413876	HTML NEWS, PAPER	BY TELEPHONE, WEBPAGE VIA FIFEDIRECT AND ON REQUEST FROM CONTACT	NO	NONE
Street Lighting	Current information on street lighting in Fife including how to report a fault, request a new light and street lighting records	Kenny Robertson (C) Angus Broadhurst (E) Jim Coleman (W)	Central: 01592 412058 East: 01334 412043 West: 01383 312090	HTML, PAPER	REPORT FAULTING- ONLINE VIA FIFEDIRECT, STREET LIGHTING RECORD INFORMATION VIA AREA CONTACT	NO	NONE
Structures	Numbers of major road-related structures in Fife, split by route classification & area	Alan Ewen	01592 413513	E.XLS	ON REQUEST FROM CONTACT	NO	NONE
Winter Maintenance	Current winter maintenance policy including how to request a salt-bin, list of gritting schedules and winter driving advice	David Lackie	01592 413197	HTML, PAPER	WINTER DRIVING ADVICE/ WINTER MAINTENANCE POLICY ON FIFEDIRECT, GRITTING SCHEDULES VIA CONTACT	NO	NONE

Sub Category and Class	Description	Contact	Telephone	Format	Availability	Charge	Costs
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TRANSPORT AND STREETS continued

Transport Planning							
Area Transportation Plans	Current transportation area plans for Fife	Murray Hannah (W) Dave Frew (C) Peter Mline (E)	West: 01383 312761 Central: 01592 412527 East: 01334 412955	PAPER	ON REQUEST FROM CONTACT	NO	NONE
Development	Guidelines for roads and street lighting development	Blyth Berwick	01592 413105	CD-ROM; LEAFLET/ BOOKLET	BY POST	YES	£5 for CD-ROM; £150 for ring bound document
Freight Strategy	Current freight strategy	Jane Findlay	01592 413827	PAPER	ON REQUEST FROM CONTACT, BY INSPECTION (Rothesay House, Glenrothes)	YES	£10
Local Transport Strategy	Current Local Transport Strategy and Technical Appendix	John Mitchell	01592 413632	PAPER	ON REQUEST FROM CONTACT BY INSPECTION (Fife Council Transportation Offices)	YES	Local Transport Strategy £5, Local Transport Technical Appendix £40
Travel Plans	Current details on the Fife Council Travel Plan	Clare Hamilton-Sturdy	01592 413826	E.PDF	WEBSITE VIA FIFE DIRECT	NO	NONE

17. LOCAL OFFICES

Central Area

Local Office Name	Buckhaven Local Office , College Street, Buckhaven, KY8 1AB
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm
	Registration Service available: Monday, Tuesday and Thursday 9.00am - 4.30pm, Wednesday 9.30am - 4.30pm, Friday 9.00am - 4.00pm <i>(closed for lunch 12.15pm - 1.45pm every day)</i>
Telephone Number	01592 414444
Fax Number	01592 414490
Part Time Office	East Wemyss Local Office , 32 Rolland Avenue, East Wemyss. Tel: 01592 716839. Tuesday 9.00am - 4.00pm <i>(closed for lunch 1.00pm - 2.00pm)</i>

Local Office Name	Cardenden Local Office , Station Road, Cardenden, KY5 0BN
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday 8.45am to 4.00pm
	Registration Service available: Monday 9.30am - 11.00am, Wednesday 2.00pm - 3.30pm, Friday 9.30am - 12.00pm
Telephone Number	01592 414646
Fax Number	01592 414848
Part Time Offices	Kinglassie Local Office , Main Street, Kinglassie Library, Kinglassie, KY5 0XA Tel: 01592 882723. Wednesday 9.45am - 4.00pm <i>(closed for lunch 12.30pm - 2.00pm)</i>

Local Office Name	Glenrothes East , Albany House, Albany Gate, Glenrothes, KY7 5NP
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm Registration Service available at these times (Tel. 01592 416570)
Telephone Number	01592 416555
Fax Number	01592 416565
Part Time Offices	Glamis Centre , Stenton - Tel: 01592 771248. Thursday 9.00am - 12.00pm

Local Office Name	Glenrothes North Local Office , Units 2/3, Cadham Shopping Centre, Glenrothes, KY7 6PL
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01592 749726
Fax Number	01592 620887
Part Time Offices	Leslie Local Office , 268 High Street, Leslie. Tel: 01592 741259 Monday, Tuesday, Thursday 8.45am - 4.30pm, Wednesday 10.00am - 4.30pm, Friday 8.45am - 4.00pm <i>(closed for lunch 1.00pm - 2.00pm)</i> Markinch Local Office , Betson Street, Markinch, KY7 6AA. Tel: 01592 415336, Fax: 01592 415337. Monday, Tuesday, Thursday 8.45am - 4.30pm, Wednesday 10.00am - 4.30pm, Friday 8.45am - 4.00pm <i>(closed for lunch 1.00pm - 2.00pm)</i>

Local Office Name	Glenrothes West , Roxburgh Road, Glenrothes KY6 1BX
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01592 416800
Fax Number	01592 416815

Local Office Name	Kirkcaldy Town Centre , Town House, Kirkcaldy, KY1 1XW
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01592 417755/417758
Fax Number	01592 417760
Part Time Offices	Linktown Local Office , Philp Hall, Links Street, Kirkcaldy, KY1 1SG Tel: 01592 263601. Tuesday 9.00am - 12.30pm Burntisland Local Office , 106 High Street, Burntisland, KY3 9AS, Tel: 01592 872208, Fax: 01592 873146. Monday, Tuesday, Thursday 8.45am - 4.30pm, Wednesday 9.30am - 4.30pm, Friday 8.45am - 4.00pm (closed for lunch 1.00pm - 2.00pm) Kinghorn Local Office , Rossland Place, Kinghorn Library, KY3 9SS Tel: 01592 891036, Wednesday 10.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)
Local Office Name	Kirkcaldy East , Park Road, Kirkcaldy, KY1 3EL
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01592 418338
Fax Number	01592 417510
Part Time Offices	Kirkcaldy East Community Resource Centre , 34 St. Clair Street, Kirkcaldy, KY1 2QE. Tel: 01592 412323, Fax: 01592 412336. Monday, Tuesday and Thursday 9.00am - 4.30pm, Wednesday 9.30am - 4.30pm, Friday 9.00am - 4.00pm. Payments only on Thursdays. (closed for lunch 12.30pm - 1.30pm) Thornton Local Office , Town Hall, Main Street, Thornton, Tel: 01592 631512. Wednesday 10.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)
Local Office Name	Kirkcaldy West , Beauly Place, Kirkcaldy, KY2 6EX
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01592 412675
Fax Number	01592 412616
Local Office Name	Leven Local Office , Carberry House, Scoonie Road, Leven, KY8 4JS
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm Registration Service available: Monday & Friday 9.00am - 12.30pm, Tuesday & Thursday 2.00pm - 4.30pm, Wednesday 9.30am - 12.30pm
Telephone Number	01333 592460
Fax Number	01333 592440
Part Time Offices	Kennoway Local Office , 6/7 Bishops Court, Kennoway, KY8 5LA Tel: 01333 350863, Fax: 01333 350627. Monday, Tuesday, Thursday, 8.45am to 4.30pm, Wednesday 9.30am - 4.30pm, Friday 8.45am to 4.00pm (Closed for lunch 12.48pm - 2.00pm). Registration Service available: Monday 2.00pm - 4.30pm, Tuesday and Thursday 9.30am - 12.00pm, Friday 2.00pm - 4.00pm Windygates Local Office , Greig Institute, Windygates, KY8 4PF Tel: 01333 352744, Wednesday 9.45am - 12.45pm
Local Office Name	Methil Local Office , Municipal Buildings, Wellesley Road, Methil, KY8 3QR
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01333 592175
Fax Number	01333 592488
Part Time Offices	Methilhill Local Office , Main Street, Methilhill, KY8 2DW Tel: 01592 714888 Thursday 8.45am - 12.30pm

East Area

Local Office Name	Cupar Local Office , County Buildings, Cupar, KY15 4TA
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm
	Registration Service available (closed for lunch 12.15pm - 1.45pm every day)
Telephone Number	01334 412222
Fax Number	01334 412110

Local Office Name	East Neuk Local Office , Ladywalk, Anstruther, KY10 3EX
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday 8.45am to 4.00pm
	Registration Service available: Monday and Thursday 9.30am - 12.30pm, Tuesday 2.00pm - 4.30pm, Friday 2.00pm - 4.00pm
Telephone Number	01333 592110
Fax Number	01333 592117
Part Time Offices	<p>Crail Local Office, Municipal Buildings, Marketgate South, Crail, KY10 3TL, Tel: 01333 450310, Fax: 01333 450066. Friday 9.00am - 4.30pm (closed for lunch 1.00pm - 2.00pm)</p> <p>Elie Local Office, Siward Lane, Elie, KY9 1AZ, Tel and Fax: 01333 330700. Wednesday 10.00am - 1.00pm</p> <p>Pittenweem Local Office, 47 High Street, Pittenweem, KY10 2PG, Tel: 01333 592055, Fax: 01333 592054. Monday 9.00am - 4.30pm (closed for lunch 1.00pm - 2.00pm), Thursday 9.00am - 12.30pm</p> <p>St. Monans Local Office, Town Hall, Hope Place, St. Monans, KY10 2DH, Tel: 01333 730319, Fax: 01333 730154. Tuesday 9.00am - 4.30pm (closed for lunch 1.00pm - 2.00pm), Thursday 2.00pm - 4.30pm</p> <p>Lundin Links Local Office, Lundin Square, Crescent Road, Lundin Links, KY8 6AE. Tel and Fax: 01333 320008. Thursday 9.30am - 4.30pm (closed for lunch 1.00pm - 2.00pm)</p>

Local Office Name	Howe Of Fife Local Office , Tayside Institute, 90-92 High St. Newburgh, KY14 6DX
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm Registration Service available: Monday and Wednesday 2.00pm – 4.00 pm, Friday 9.30am –11.30am
Telephone Number	01337 883000
Fax Number	01337 883003
Part Time Offices	<p>Auchtermuchty Local Office, 29 High Street, Auchtermuchty, KY14 7AP. Tel: 01337 828329, Fax: 01337 827166. Monday and Thursday 9.00am - 4.30pm, Friday 9.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)</p> <p>Registration Service available at these times (except lunch 12.00pm -2.00pm) Falkland Local Office, Back Wynd Car Park, Falkland. Tel: 01337 858371, Fax 01337 857146. Tuesday 9.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)</p> <p>Ladybank Local Office, 23 Commercial Road, Ladybank, KY7 7JS, Tel: 01337 830547, Fax: 01337 830547. Thursday 9.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)</p> <p>Tayport Local Office, 17 Queen Street, Tayport, DD6 9JY, Tel: 01382 552544, Fax: 01382 552156. Monday 9.00am - 4.30pm, Wednesday 10.00am - 4.30pm, Friday 9.00am - 4.00pm (closed for lunch 1.00pm - 2.00pm)</p> <p>Registration Service available - Monday and Wednesday 2.00pm - 4.30pm and Friday 9.30am - 12.30pm</p> <p>Newport-on-Tay Local Office, Blyth Hall, Scott Street, Newport-on-Tay, DD6 8DD. Tel: 01382 543345, Fax: 01382 543146. Monday 9.00am - 12.30pm, Wednesday 10.00am - 4.30pm (closed for lunch 1.00pm - 2.00pm) and Friday 1.00pm - 4.00pm Registration Service available (Tel. 01382 542839) - Monday 9.30am - 12.30pm, Wednesday 9.30am - 12.30pm, Friday 1.00pm - 4.00pm</p>

Local Office Name	St Andrews Local Office , St Mary's Place, KY16 9UY
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm Registration Service Available
Telephone Number	01334 412525
Fax Number	01334 412650

West Area

Local Office Name	Benarty Local Office , 6 Benarty Square, Ballingry, KY5 8NR
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm
	Registration Service available: Monday and Friday 1.45pm - 4.00pm, Wednesday 9.30am - 12.15pm (closed for lunch 12.15pm - 1.45pm every day)
Telephone Number	01592 414343
Fax Number	01592 414363

Local Office Name	Cowdenbeath Local Office , Town House High Street, Cowdenbeath, KY4 9QB
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday 8.45am to 4.00pm
	Registration Service available: Monday to Thursday 9.30am – 4.30pm, Friday 8.45 am – 4.00pm (closed for lunch 12.15pm – 1.45pm)
Telephone Number	01383 313170
Fax Number	01383 313190

Local Office Name	Dunfermline Abbeyview Local Office , Dunfermline, KY11 4HA
Opening Hours	Monday, Tuesday, Thursday - 8.45am to 4.30pm Wednesday - 9.30am to 4.30pm, Friday - 8.45am to 4.00pm
Telephone Number	01383 312323
Fax Number	01383 312338

Local Office Name	Dunfermline Town Centre Local Office , Walmer Drive, Dunfermline KY12 7JX
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01383 313600
Fax Number	01383 312040
Other Offices	Dunfermline Registration , 34 Viewfield Terrace KY12 7HZ Tel: 01383 312121 Monday, Tuesday, Thursday and Friday 9.00am - 4.15pm, Wednesday 9.30am - 4.15pm (closed for lunch 12.15pm – 1.45pm) Dunfermline Town Centre, 82 High Street, KY12 7AT. (hours as for Walmer Drive)

Local Office Name	Inverkeithing Local Office , Civic Centre, Queen Street, Inverkeithing, KY11 1PA
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm Registration Service Available: Monday, Wednesday and Friday 9.30am – 4.00pm (closed for lunch 12.30pm – 1.30pm)
Telephone Number	01383 313570
Fax Number	01383 313585
Part Time Offices	Rosyth Local Office, Park Road, Rosyth, KY11 2JL Tel: 01383 313300, Fax: 01383 313340 Monday 8.45am – 12.30pm, Tuesday and Wednesday 2.00 pm – 4.30pm, Thursday and Friday 8.45am – 12.30 pm.

Local Office Name	Kelty Local Office , Sanjana Court, 51 Main Street, Kelty, KY4 0AA
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm Registration Service Available: Monday and Friday 9.30am – 12.15pm, Wednesday afternoon – by appointment
Telephone Number	01383 839999
Fax Number	01383 839870

Local Office Name	Lochgelly Local Office , Town House, High Street, Lochgelly, KY5 9JN
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm Registration Service available: Monday and Tuesday 1.45pm – 4.30pm, Thursday and Friday 9.30am – 12.15pm
Telephone Number	01592 418180
Fax Number	01592 418190

Local Office Name	West Fife Villages Local Office , 4 Station Road, Oakley, KY12 9QF
Opening Hours	Monday, Tuesday, Thursday 8.45am to 4.30pm Wednesday 9.30am to 4.30pm, Friday 8.45am to 4.00pm
Telephone Number	01383 851750
Fax Number	01383 850527
Part Time Offices	Blairhall Local Office , 10 Wilson Avenue, Blairhall, KY12 9PS. Tel: 01383 852879, Fax: 01383 850563. Monday, Tuesday, Thursday and Friday, 9.00am to 12.30pm, Wednesday, 9.45am - 12.30pm. High Valleyfield Local Office , 6 Chapel Street, High Valleyfield, KY12 8SJ. Tel: 01383 882536, Fax: 01383 882548. Monday, Tuesday & Thursday 9.00am - 12.30pm, Wednesday 1.00pm - 4.00pm, Friday 1.00pm - 3.30pm. Registration service available: Monday and Friday 9.30am - 12.30pm, Wednesday 1.00pm - 4.00pm. Kincardine Local Office , 29A High Street, Kincardine, FK10 4RJ. Tel: 01259 731976, Fax: 01259 731977. Monday and Tuesday 1.00pm - 4.00pm, Wednesday 10.00am - 12.30pm, Thursday 9.30am - 12.30pm, Friday 9.30am - 12.30pm

18. LIBRARIES

ABBEY VIEW LIBRARY 3 public access PCs		38 Abbeyview DUNFERMLINE KY11 4HA Tel: 01383 724697 email: Abbeyview.Library@fife.gov.uk	
Monday	10.00am-1.00pm	2.00-7.00pm	
Tuesday, Wednesday	10.00am-1.00pm	2.00-5.00pm	
Thursday	10.00am-1.00pm	2.00-5.00pm	
Saturday	10.00am-1.00pm		
ABERDOUR LIBRARY 2 PCs		Community Centre 9 Shore Road Aberdour BURNTISLAND KY3 0TR Tel: 01383 860891 email: Aberdour.Library@fife.gov.uk	
Monday		3.00-7.00pm	
Thursday	10.00am-12.00pm	2.00-5.00pm	
Saturday	10am-12.00pm		
AUCHTERMUCHTY LIBRARY 2 PCs		Council Chambers High Street AUCHTERMUCHTY KY14 7AP Tel: 01337 828784 e-mail: Auchtermuchty.Library@fife.gov.uk	
Monday, Thursday		2.00-5.00pm	5.30-7.00pm
Friday	9.30am-1.00pm		
BUCKHAVEN LIBRARY 2 PCs		College Street BUCKHAVEN KY8 1LD Tel: 01592 414530 (703 4530) email: Buckhaven.Library@fife.gov.uk	
Tuesday	10.00am-1.00pm	2.00-5.00pm	
Thursday	10.00am-1.00pm	2.00-5.00pm	5.30-7.00pm
Friday		2.00-5.00pm	
Saturday	9.30am-12.30pm		
BURNTISLAND LIBRARY 6 PCs		102 High Street BURNTISLAND KY3 9AS Tel: 01592 872781 Fax: 01592 872672 email: Burntisland.Library@fife.gov.uk	
Monday, Tuesday, Wednesday, Friday,	9.30am-1.00pm	2.00-5.00pm	
Thursday	9.30am-1.00pm	2.00-7.00pm	
Saturday	10.00am-1.00pm	2.00-5.00pm	
CADHAM LIBRARY 3 PCs		Cadham Shopping Centre Huntsman's Road GLENROTHES KY7 6RU Tel: 01592 741784 email: Cadham.Library@fife.gov.uk	
Monday, Wednesday, Friday	9.30am-1.00pm	2.00-5.00pm	
Tuesday		2.00-5.00pm	5.30-7.00pm
Saturday	9.30am-1.00pm		
CARDENDEN LIBRARY 3 PCs		Carden Avenue CARDENDEN KY5 0EL Tel: 01592 721293 email: Cardenden.Library@fife.gov.uk	
Monday		2.00-5.00pm	
Tuesday	10.00am-12.30pm	2.00-5.00pm	
Thursday		2.00-5.00pm	5.30-7.00pm
Saturday	10.00am-12.30pm		

COLINSBURGH LIBRARY 2 PCs		(Galloway Library) 50 Main Street COLINSBURGH KY9 1LS Tel: 01333 340470 email: Colinsburgh.Library@fife.gov.uk	
Tuesday, Thursday Saturday	10.00am-12.00noon		5.00-7.00pm
COWDENBEATH LIBRARY 8 PCs		High Street COWDENBEATH KY4 9QA Tel: 01383 510457 email: Cowdenbeath.Library@fife.gov.uk	
Monday, Friday Tuesday Wednesday, Thursday Saturday	9.30am-12.30pm 11.00am-12.30pm 9.30am-12.30pm 9.30am-12.30pm	1.30-7.00pm 1.30-5.00pm 1.30-5.00pm	
CRAIL LIBRARY 2 PCs		Town Hall CRAIL KY10 3TL Tel: 01333 450310 e.mail: Crail.Library@fife.gov.uk	
Tuesday Thursday Friday	9.30am-1.00pm	1.30-5.00pm 1.30-5.00pm	5.30-7.00pm
CROSSGATES LIBRARY 2 PCs		49 Main Street Crossgates COWDENBEATH KY4 8AJ Tel: 01383 610662 email: Crossgates.Library@fife.gov.uk	
Monday Thursday	10.00am-12.30pm	2.00-7.00pm 1.30-5.00pm	
CUPAR LIBRARY 15 PCs		Duncan Institute 33-35 Crossgate CUPAR KY15 5AS Tel: 01334 412285 (711 2285) Fax: 01334 412467 (711 2467) email: Cupar.Library@fife.gov.uk	
Monday, Friday, Saturday Tuesday, Wednesday, Thursday	9.30am-5.00pm 9.30am-7.00pm		
DALGETY BAY LIBRARY 6 PCs		Regents Way Dalgety Bay DUNFERMLINE KY11 9UY Tel: 01383 318981 (713 8981) Meeting Room Tel: 318984 (713 8984) Fax: 01383 318988 (713 8988) email: DalgetyBay.Library@fife.gov.uk	
Monday Tuesday Wednesday, Thursday Friday Saturday	9.30am-1.00pm 11.00am-1.00pm 9.30am-1.00pm 9.30am-1.00pm 9.30am-1.00pm	2.00-7.00pm 2.00-5.00pm 2.00-5.00pm 2.00-7.00pm	
DUNFERMLINE CARNEGIE LIBRARY 20 PCs, over 4 different rooms		1 Abbot Street DUNFERMLINE KY12 7NL Tel: 01383 312600 (707 2600) Fax: 01383 312608 (707 2608) email: Dunfermline.Library@fife.gov.uk	
Monday, Tuesday, Thursday, Friday Wednesday, Saturday	9.30am-7.00pm 9.30am-7.00pm 9.30am-5.00pm		

EAST WEMYSS LIBRARY 2 PCs		Primary School School Wynd EAST WEMYSS KY1 4RN Tel: 01592 713359 email: EastWemyss.Library@fife.gov.uk	
Monday, Thursday Saturday	10.00am-12.00noon	2.00-5.00pm	
ELIE LIBRARY 2 PCs		Siward Lane ELIE KY9 1AZ Tel: 01333 330700 email: Elie.Library@fife.gov.uk	
Monday Wednesday Friday	9.30am-1.00pm	1.30-5.00pm	5.30-7.00pm
FALKLAND LIBRARY 2 PCs		Back Wynd Car Park FALKLAND KY15 7BX Tel: 01337 858370 email: Falkland.Library@fife.gov.uk	
Tuesday Friday	10.00am-1.00pm	2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
FREUCHIE LIBRARY 2 PCs		Lumsden Memorial Hall High Street FREUCHIE KY15 7EX Tel: 01337 857233 email: Freuchie.Library@fife.gov.uk	
Monday Wednesday	9.30am-1.00pm	1.30-5.00pm	5.30-7.00pm
GLENWOOD LIBRARY 6 PCs		Glenwood Shopping Centre GLENROTHES KY6 1PA Tel: 01592 416840 (700 6840) Fax: 01592 416843 (700 6843) email: Glenwood.Library@fife.gov.uk	
Monday, Tuesday, Wednesday, Thursday Friday Saturday	9.30am-7.00pm 9.30am-5.00pm 9.30-1.00pm	2.00-5.00pm	
INVERKEITHING LIBRARY 3 PCs		Church Street INVERKEITHING KY11 1LG Tel: 01383 414831 (708 4831) email: Inverkeithing.Library@fife.gov.uk	
Monday, Friday Tuesday Thursday Saturday	9.30am-12.30pm 11.00am-12.30pm 9.30am-12.30pm 9.30am-12.30pm	1.30-7.00pm 1.30-5.00pm 1.30-5.00pm	
KELTY LIBRARY 3 PCs		Cocklaw Street KELTY KY4 0DD Tel: 01383 831809 email: Kelty.Library@fife.gov.uk	
Monday, Thursday Wednesday Saturday	10.00am-12.30pm 10.00am-12.30pm 10.00am-12.30pm	1.30-7.00pm 1.30-5.00pm	

KENNOWAY LIBRARY 3PCs		1 Bishop's Court KENNOWAY KY8 5LA Tel: 01333 350438 email: Kennoway.Library@fife.gov.uk	
Monday Wednesday Friday Saturday	9.30am-1.00pm 9.30am-12.30pm	2.00-5.00pm 2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
KINCARDINE LIBRARY 3 PCs		2 Keith Street KINCARDINE Alloa FK10 4ND Tel: 01259 730796 email: Kincardine.Library@fife.gov.uk	
Monday Wednesday, Friday Saturday	10.00am-12.30pm 10.00am-12.30pm	1.30-7.00pm 1.30-5.00pm	
KINGHORN LIBRARY 3 PCs		Rossland Place KINGHORN KY3 9SS Tel: 01592 891036 email: Kinghorn.Library@fife.gov.uk	
Tuesday Wednesday Thursday	10.00am-1.00pm	2.00-5.00pm 2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
KIRKCALDY CENTRAL LIBRARY 15 PCs		War Memorial Gardens KIRKCALDY KY1 1YG Tel: 01592 412878 (701 2878) Fax: 01592 412750 (701 2750) email: Kirkcaldy.Library@fife.gov.uk	
Monday, Tuesday, Wednesday, Thursday Friday, Saturday	9.30am-7.00pm 9.30am-5.00pm		
LADYBANK LIBRARY 3 PCs		The Maltings Commercial Road LADYBANK KY15 7JS Tel: 01337 830639 email: Ladybank.Library@fife.gov.uk	
Tuesday Thursday Friday	10.00am-1pm	2.00-5.00pm 2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
LESLIE LIBRARY 3 PCs		289 High Street LESLIE KY6 3AX Tel: 01592 742194 email: Leslie.Library@fife.gov.uk	
Monday, Wednesday Thursday	10.00am-12.30pm	2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
LEVEN LIBRARY 4 PCs		16 Durie Street LEVEN KY8 4HE Tel: 01333 592650 (710 2650) email: Leven.Library@fife.gov.uk	
Monday, Wednesday, Friday, Saturday Tuesday, Thursday	9.30am-5.00pm 9.30am-7.00pm		

LOCHGELLY LIBRARY 5 PCs		2 High Street LOCHGELLY KY5 9JP Tel: 01592 780260 email: Lochgelly.Library@fife.gov.uk	
Monday, Friday	9.30am-12.30pm	1.30-7.00pm	
Tuesday	11.00am-12.30pm	1.30-5.00pm	
Wednesday, Thursday	9.30am-12.30pm	1.30-5.00pm	
Saturday	9.30am-12.30pm		
LOCHORE LIBRARY 6 PCs		Rosewell Clinic 2 Ballingry Road Lochore LOCHGELLY KY5 8ET Tel: 01592 860273 email: Lochore.Library@fife.gov.uk	
Monday	10.00am-12.30pm	1.30-7.00pm	
Tuesday, Friday	10.00am-12.30pm	1.30-5.00pm	
Thursday, Saturday	10.00am-12.30pm		
LUNDIN LINKS LIBRARY 2 PCs		7 Lundin Square LUNDIN LINKS KY8 6BH Tel: 01333 320009 email: LundinLinks.Library@fife.gov.uk	
Tuesday		1.30-5.00pm	5.30-7.00pm
Thursday	10.00am-1.00pm	2.00-5.00pm	
Friday	10.00am-1.00pm		
MARKINCH LIBRARY 2 PCs		Primary School Betson Street MARKINCH KY7 6AA Tel: 01592 751194 email: Markinch.Library@fife.gov.uk	
Tuesday		2.00-5.00pm	5.30-7.00pm
Wednesday, Thursday		2.00-5.00pm	
METHIL LIBRARY 6 PCs		Wellesley Road METHIL KY8 3QR Tel: 01333 592470 (710 2470) Fax: 01333 592415 (710 2415) email: Methil.Library@fife.gov.uk	
Monday	8.45am-7.00pm		
Tuesday, Thursday, Friday	8.45am-5.00pm		
Wednesday	9.30am-7.00pm		
Saturday	9.30am-1.00pm	2.00-5.00pm	
NEWBURGH LIBRARY 2 PCs		Laing Library Council Chambers 120 High Street NEWBURGH KY14 6DX Tel: 01337 883016 email: Newburgh.Library@fife.gov.uk	
Monday	10.00am-1.00pm	2.00-5.00pm	
Wednesday		2.00-5.00pm	5.30-7.00pm
Saturday	10.00am-12.30pm		
NEWPORT LIBRARY 2 PCs		Blyth Hall 3 Scott Street NEWPORT-ON-TAY DD6 8DD Tel: 01382 541432 email: Newport.Library@fife.gov.uk	
Monday, Wednesday		2.00-5.00pm	5.30-7.00pm
Friday	10.00am-1.00pm	2.00-5.00pm	
Saturday	10.00am-1.00pm		

OAKLEY LIBRARY 7 PCs		Inzievar School Station Road Oakley DUNFERMLINE KY12 9RJ Tel: 01383 850841 email: Oakley.Library@fife.gov.uk	
Monday Tuesday Thursday	10.00am-12.30pm	1.30-5.00pm 1.30-5.00pm 1.30-7.00pm	
PITTENWEEM LIBRARY 2 PCs		Cove Wynd PITTENWEEM KY10 2QP Tel: 01333 311496 email: Pittenweem.Library@fife.gov.uk	
Monday, Wednesday Friday	9.30am-12.30pm	2.00-5.00pm	5.30-7.00pm
PITTEUCHAR LIBRARY 4 PCs		Glamis Shopping Centre Glamis Road GLENROTHES KY7 4RH Tel: 01592 771655 email: Pitteuchar.Library@fife.gov.uk	
Monday, Wednesday, Friday Thursday	9.30am-1.00pm	2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
ROSYTH LIBRARY 6 PCs		Parkgate Rosyth DUNFERMLINE KY11 2JW Tel: 01383 313560 (708 3560) Fax: 01383 313562 (708 3562) email: Rosyth.Library@fife.gov.uk	
Monday, Thursday Tuesday Wednesday, Friday Saturday	9.30am-1.00pm 11.00am-1.00pm 9.30am-1.00pm 9.30am-1.00pm	2.00-7.00pm 2.00-5.00pm 2.00-5.00pm	
ROTHES HALLS LIBRARY 6 PCs		Rothes Halls Kingdom Centre GLENROTHES KY7 5NX Tel: 01592 415100 (700 5100) Fax: 01592 415101 (700 5101) email: RothesHalls.Library@fife.gov.uk	
Monday, Wednesday, Friday, Saturday Tuesday, Thursday	9.30am-5.00pm 9.30am-7.00pm		
ST. MONANS LIBRARY 2 PCs		Council Chambers Hope Place ST. MONANS KY10 2DH Tel: 01333 730208 Fax: 01333 730154 email: StMonans.Library@fife.gov.uk	
Tuesday Thursday	9.00am-1.00pm	2.00-4.30pm 2.00-4.30pm	5.00-7.00pm 5.00-7.00pm
SINCLAIRTOWN LIBRARY 6 PCs		Loughborough Road KIRKCALDY KY1 3DB Tel: 01592 417900 (701 7900) Fax: 01592 417905 (701 7905) email: Sinclairtown.Library@fife.gov.uk	
Monday, Wednesday Tuesday, Thursday, Friday, Saturday	9.30am-1.00pm 9.30am-1.00pm	2.00-7.00pm 2.00-5.00pm	

TAYPORT LIBRARY 2 PCs		Municipal Buildings Queen Street TAYPORT DD6 9JY Tel: 01382 550128 email: Tayport.Library@fife.gov.uk	
Monday, Wednesday Friday	10.00am-1.00pm	2.00-5.00pm 2.00-5.00pm	5.30-7.00pm
TEMPLEHALL LIBRARY 6 PCs		Beaully Place KIRKCALDY KY2 6EX Tel: 01592 412696 (701 2696) Fax: 01592 412697 (701 2697) TLC:01592 412698 (701 2698) email: Templehall.Library@fife.gov.uk	
Monday, Tuesday, Thursday Wednesday, Friday, Saturday	9.30am-1.00pm 9.30am-1.00pm	2.00-7.00pm 2.00-5.00pm	
VALLEYFIELD LIBRARY 3 PCs		Health Centre Chapel Street High Valleyfield DUNFERMLINE KY12 8SJ Tel: 01383 880683 email: Valleyfield.Library@fife.gov.uk	
Tuesday Thursday, Friday	10.00am-12.30pm	2.00-7.00pm 1.30-5.00pm	