

People and Communities Scrutiny Committee

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



Thursday 13 March, 2025 - 10.00 am

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the People & Communities Scrutiny Committee Meeting of 16 January 2025 4 – 9
4. **VOIDS SERVICE IMPROVEMENT** – Report by the Head of Housing Services 10 – 45
5. **POLICE SCOTLAND PERFORMANCE REPORT QUARTERS 1 AND 2, 2024/2025**– Report by Chief Superintendent, Police Scotland 46 – 68
6. **FIFE COMMUNITY SAFETY PARTNERSHIP UPDATE** – Report by the Head of Housing Services 69 – 90
7. **PUBLIC PROTECTION ANNUAL REPORT** – Report by the Executive Director (Communities) 91 – 95
8. **CARE INSPECTORATE GRADE ASSURANCE AND MONITORING PROCESS – UPDATE** – Report by the Director of Health & Social Care Partnership 96 – 107
9. **FIFE COUNCIL DUTY OF CANDOUR ANNUAL REPORT 2023/24** – Report by the Head of Children & Families & Criminal Justice Services 108 – 119
10. **ARMED FORCES COVENANT REPORT** – Report by the Executive Director Place 120 – 125
11. **PRESSURES ON THE HOUSING ADAPTATIONS BUDGET** – Report by the Head of Housing Services 126 – 130
12. **AFFORDABLE HOUSING PROGRAMME (AHP) DELIVERY UPDATE** – Report by the Head of Housing Services 131 – 137
13. **TACKLING DAMPNES AND MOULD IN COUNCIL HOUSES – UPDATE ON PROGRESS** – Joint Report by the Head of Housing Services and the Head of Environment and Building Services 138 – 141
14. **2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES SERVICE** – Joint Report by the Executive Director (Finance & Corporate Services) and the Executive Director (Communities) 142 – 148

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| 16. | 2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH & SOCIAL CARE – Joint Report by the Executive Director (Finance & Corporate Services) and Director, Health & Social Care Partnership | 157 – 164 |
| 17. | 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE - Joint Report by the Executive Director (Finance & Corporate Services) and Director, Health & Social Care Partnership | 165 – 169 |
| 18. | PEOPLE & COMMUNITIES FORWARD WORK PROGRAMME - Report by the Executive Director (Finance & Corporate Services) | 170 – 176 |

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

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6 March, 2025

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BLENDED MEETING NOTICE

This is a formal meeting of the Committee and the required standards of behaviour and discussion are the same as in a face to face meeting. Unless otherwise agreed, Standing Orders will apply to the proceedings and the terms of the Councillors' Code of Conduct will apply in the normal way

For those members who have joined the meeting remotely, if they need to leave the meeting for any reason, they should use the Meeting Chat to advise of this. If a member loses their connection during the meeting, they should make every effort to rejoin the meeting but, if this is not possible, the Committee Officer will note their absence for the remainder of the meeting. If a member must leave the meeting due to a declaration of interest, they should remain out of the meeting until invited back in by the Committee Officer.

If a member wishes to ask a question, speak on any item or move a motion or amendment, they should indicate this by raising their hand at the appropriate time and will then be invited to speak. Those joining remotely should use the "Raise hand" function in Teams.

All decisions taken during this meeting, will be done so by means of a Roll Call vote.

Where items are for noting or where there has been no dissent or contrary view expressed during any debate, either verbally or by the member indicating they wish to speak, the Convener will assume the matter has been agreed.

There will be a short break in proceedings after approximately 90 minutes.

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

**THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE –
BLENDED MEETING**

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

16 January 2025

10.00 am – 4.00 pm

PRESENT: Councillors Darren Watt (Depute Convener), Blair Allan, Lesley Backhouse, Lynn Ballantyne-Wardlaw (substituting for Bailey-Lee Robb) Ken Caldwell, Ian Cameron (substituting for Alastair Cameron), Alex Campbell, Eugene Clarke (substituting for Donald Lothian) Fiona Corps (substituting for Gary Holt) Peter Gulline, Alycia Hayes (substituting for Ann Verner), James Leslie (substituting for Peter Gulline), Lynn Mowatt, Derek Noble (substituting for Altany Craik), Gordon Pryde (substituting for Jan Wincott), Sam Steele and Jonny Tepp.

ATTENDING: Paul Vaughan, Head of Communities and Neighbourhoods; John Mills, Head of Housing Services and Andy Saum, Programme Manager - New Build Housing, Housing Services; Heather Stuart, Chief Executive, Fife Cultural Trust; Paul Murphy, Chief Executive and Iain Evans, Golf Courses Manager, Fife Golf Trust; Emma Walker, Senior Manager, Fife Sports and Leisure Trust; Audrey Valente, Chief Finance Officer, Health and Social Care Partnership; Helen Guthrie, Accountant and Lesley Kenworthy, Finance Business Partner, Finance Service; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE Councillor Linda Erskine.

157. DECLARATIONS OF INTEREST

Councillor Alex Campbell declared an interest in para. 169 – First Endeavour LLP and Tecla Holdings Ltd – Affordable Housing Sites Progress Report - as he had a financial connection relating to his business.

158. MINUTE

The committee considered the minute of the People and Communities Scrutiny Committee Meeting of 14 November 2024.

Decision

The committee agreed to approve the minute.

159. CALL IN- CABINET COMMITTEE DECISION OF 7 NOVEMBER 2024 RELATING TO " SOUTH & WEST FIFE COMMUNITY USE FACILITIES" MINUTE REFERENCE PARAGRAPH 302 OF 2024 CC 159

The committee considered a call in requisition of the undernoted decision of the Cabinet Committee held on 7 November 2024 in relation to a report by the Head of Communities and Neighbourhoods relating to "South and West Fife – Community Use Arrangements".

At the meeting on 7 November 2024, the Cabinet committee: -

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

Councillor David Barratt, the originator of the call in requisition submitted a written statement in support of the call in decision asking members of the committee to revisit the decision of the Cabinet Committee on 7 November 2024.

Councillor Linda Erskine, the Convener of the Cabinet Committee on 7 November 2024, outlined the reasons why the Cabinet Committee came to the decision and asked members to uphold the decision approved on 7 November 2024.

A range of questions were asked and responded to in relation to the options and capital budget funding for the South and West Fife community use arrangements. There followed a full debate, and members of the committee considered the issues raised.

Motion

Councillor Backhouse, seconded by Councillor Mowatt, moved as follows: -

In terms of Standing Order 34.5, "To ask members to disagree with the decision of the Cabinet Committee of 7 November 2024, and request that the matter is referred to the next meeting of the Council for final determination".

Amendment

Councillor Pryde, seconded by Councillor Cameron, moved to uphold the original decision of the Cabinet Committee of 7 November 2024.

Roll Call Vote

For the Motion – 7 votes

Councillors Allan, Backhouse, Ballantyne-Wardlaw, Caldwell, Hayes, Mowatt and Steele.

For the Amendment – 9 votes

Councillors Cameron, Campbell, Clarke, Corps, Leslie, Noble, Pryde, Tepp and Watt.

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

Decision

The committee agreed that the original decision of the Cabinet Committee of 7 November 2024 would remain.

160. FIFE SPORTS & LEISURE TRUST ANNUAL REPORT

The committee considered a report by the Chief Executive Officer of Fife Sports and Leisure Trust (FSLT) providing an update on the performance of the Fife Sports and Leisure Trust for 2023/24 (its sixteenth year of operation).

Decision

The committee: -

- (1) noted the performance of the Fife Sports and Leisure Trust during 2023/24; and
- (2) noted the work that had been undertaken to maximise the recovery of attendance and income in the post-pandemic period.

The meeting adjourned at 11.50 am and reconvened at 12 noon.

161. FIFE GOLF TRUST ANNUAL REPORT

The committee considered a report by the Chief Executive of Fife Golf Trust presenting the annual performance report for the Fife Golf Trust for 2023/24.

Decision

The committee noted: -

- (1) the progress made by Fife Golf Trust in 2023/24; and
- (2) the effective delivery of Fife Council's priorities through Fife Golf Trust activities.

162. ONFIFE (FIFE CULTURAL TRUST) PERFORMANCE REPORT

The committee considered a report by the Chief Executive Officer of Fife Cultural Trust presenting the annual performance for OnFife (Fife Cultural Trust) for 2023/24.

Decision

The committee noted: -

- (1) the progress made by OnFife in 2023/24; and
- (2) the effective delivery of Fife Council priorities through OnFife activity.

The meeting adjourned at 1.30pm and reconvened at 2.00pm.

163. ELECTRICAL SAFETY COMPLIANCE - ELECTRICAL INSTALLATION CONDITION REPORTS (EICR'S) AND FIRE DETECTION COMPLIANCE

The committee considered a report by the Head of Housing Services providing members with an action plan that had been devised to ensure full compliance with legislative requirements in respect of the completion of Electrical Installation Condition Reports and fire detection compliance.

Decision

The committee noted: -

- (1) the proposed revision to the existing Electrical No Access process; and
- (2) the enhanced support to staff and tenants in achieving full compliance with all health and safety requirements in respect of electrical installations and fire suppressant measures.

164. 2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES SERVICE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate and the Housing Revenue Account (HRA) which are areas in scope of the People and Communities Scrutiny Committee.

Decision

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

165. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES

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

Decision

The committee noted the current performance and activity for the 2024-25 Capital Monitoring as detailed in the report.

166. 2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director, Health and Social Care Partnership providing an update on the 2024-25 projected out-turn as at October 2024 and the movement from August 2024 for the Fife Council Social Care Services for Adults and Older People.

Decision

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

167. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the projected out-turn for the 2024-25 financial year for the areas in scope of the People and Communities Scrutiny Committee.

Decision

The committee noted the current performance and activity across the 2024-25 Financial Monitoring as detailed in the report.

168. PEOPLE & COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services asking members to consider the future workplan for the People and Communities Scrutiny Committee.

Decision

The committee: -

- (1) noted the future workplan of the People and Communities Scrutiny.
- (2) agreed that a report on housing adaptations would be brought back to the next People & Communities Scrutiny Committee meeting on 13 March 2025.

Having earlier declared an interest Councillor Campbell left the meeting at this stage.

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

169. FIRST ENDEAVOUR LLP AND TECLA HOLDINGS LTD - AFFORDABLE HOUSING SITES PROGRESS UPDATE

The committee considered a confidential report by the Head of Housing services providing members with an update on the progress in delivering affordable housing contracts.

Decision

The committee: -

- (1) noted the content of the report;

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- (2) considered the current position and proposed improvements as detailed in the report; and
- (3) noted that a report would be submitted to the Cabinet Committee in early 2025 seeking approval for the affordable housing programme once new contractors had been appointed.

13 March 2025
Agenda Item No. 4

Voids Service Improvement

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

This is the latest in a series of People and Communities Scrutiny reports providing an overview of the implementation of the Voids Service Improvement Plan and linking to the Housing Emergency Response. This report also incorporates a response to the Tenant and Resident Scrutiny Panel exercise which reported in December 2024.

Recommendation(s)

It is recommended that Scrutiny Committee:

1. considers the context for Voids Improvement and discuss the governance arrangements in place
2. notes receipt of the Tenant and Resident Scrutiny Panel report and notes that a full response will be provided following People and Communities Scrutiny Committee
3. notes performance and standards slippage but recognises the measures being put in place to support performance improvement

Resource Implications

There are no direct resourcing impacts arising from this report with all actions proposed expected to be managed within existing budget and resource constraints. The actions brought functional overspends in 2022/3 into line with the budget in 2023/24 and this needs to be sustainable to ensure income maximisation to the HRA going forward.

Legal & Risk Implications

The Council is exposed to significant financial and regulatory risk should there be a failure to improve performance in managing empty properties but there are no direct legal implications arising from this report.

Impact Assessment

There is no requirement for an EQIA as the proposed voids service improvement plan does not constitute a change of policy.

Staff across Housing and Building Services have been involved in the development of the service improvement agenda through the Voids Governance Group and its subsidiary working groups. There has been no consultation with tenants, customers, or other stakeholders at this stage to protect the integrity of the tenant and resident scrutiny process.

1.0 Background

- 1.1 Previous reports have highlighted that properties can become empty for different reasons and there may be different reasons for temporary and mainstream properties being empty. The Housing Emergency response has had a dual approach. The main focus has been on the efficiency of the change of tenancy process but there has also been a focus on properties that require a more project-based approach due to complex issues (such as fire, flood, structural repair requirements etc.)
- 1.2 Previous reports focussed on the change of tenancy process and reported efficiencies and process improvements which included, streamlining the commissioning and co-ordination of Building Services works, establishing a partnering arrangement with Utilita to address utilities issues and on-going work to resolve contractual issues with Clean and Clear service providers. These also covered the 'Sprint' focus that has been applied to reduce and minimise letting voids (properties which have progressed through the technical process but still within the allocation process).
- 1.3 There was also acknowledgement that the Tenant and Resident Scrutiny Panel were carrying out an exercise, with the support of North Star Consulting, to review the change of tenancy process. This report, findings and recommendations were received by Officers in December 2024 and a summary of the report and proposed response is incorporated into this report.

2.0 Options and Issues

Focus on Efficiency

- 2.1 Managing the change of tenancy process efficiently is vital to supporting a transfer led approach to housing allocations. The transfer led approach is promoted politically and by officers to build the best deal for tenants and increase housing opportunities for a range of priority need customers. While this is positive, the approach can give the impression of an inflated pool of empty properties therefore there is a need to differentiate between the change of tenancy process and longer term empty properties.
- 2.2 Throughout the year, the change of tenancy pool has consistently been around 350 properties with 31 longer term empty properties being managed using a project approach. These properties are generally properties affected by fire, flood or significant structural or repairing issues.

The inflow of new builds and property acquisitions also has had a positive impact with a turnover forecast to be around 2,400 properties (7-8%) with over a third going to transfer allocations which is close to a return to pre-pandemic performance. This also means that voids reporting is dynamic with properties moving in and out of the system continuously.

- 2.3 Reported voids figures are also inflated by the inclusion of decants (properties being used as an alternative to temporary accommodation for tenants) and properties subject to re-purposing (e.g. converting redundant sheltered housing to retirement housing). In Fife, this has inflated voids figures by between 80-90 at different periods throughout the year. Properties politically agreed for demolition are excluded from the count and properties being managed as statutory temporary accommodation for homeless households are also accounted for differently and separately.
- 2.4 Temporary accommodation voids are also monitored and reported separately with around 40 properties empty at any time. This is as a result of property damage, repairing issues and other factors. The Team are working on a structural improvement to modernise temporary accommodation management processes to half this number although recognise the increasing wear and tear, turnover and specific issues relating to homeless accommodation.
- 2.5 On this basis, there has been a performance improvement between March and December with change of tenancy turnaround times reduced from 58 days to 38 days. Performance between September and December slipped from 36 to 38 days on average (Appendix 1 provides a local authority overview in January) and this is attributed to three main reasons;
- Resourcing and capacity issues within the Area Operation Teams increased the number and length of letting delays. In December, a Voids Strategy Acceleration was declared with a view to bringing performance to the aspirational target by the end of March 2025
 - Ongoing contractual management issues with the Clean and Clear Contractor creating delays at various stages of the process. This has been exacerbated by an increase in the number of clearances of unrecyclable items required before change of tenancy works could commence due to the condition properties have been left in.
 - Averages are affected and skewed by a small number of properties that are regarded as low demand, and where environmental or other factors, have affected the relet timescale.

Focus on Standards and Quality

- 3.1 While there is a focus on the time and efficiency of void management, the quality of the relet has also been a matter of priority. Members will be aware that there had been some policy drift during the pandemic and post pandemic period which created an in-year overspend on the void budget of around £4m. This needed to be addressed as a matter of urgency due to the negative impact on both the Housing Revenue Account budget and Business Plan.
- 3.2 Action was taken to reset the Voids Relet Standard as part of the Voids Service Improvement Plan and within Voids Governance arrangements. This included Building Services taking positive action to streamline the commissioning and co-ordination of works, increased local partnership working to eradicate a client / contractor relationship and build local tenant focus and aligning contractual management arrangements within Building Services for the Clean and Clear contract. More recently, Building Services have increased resources at the start and end of the process to address issues with waste management and the final quality of the property respectively.
- 3.3 The impact of these changes has had very limited customer impact although it is acknowledged that there are a very small number of properties which are reported to services and Members in unacceptable condition. On each occasion, these are fully

reviewed and any process improvements are made. The learning from these issues has led to;

- Building Services establishing a Premium Clean service as a final operative check of the property. This is relatively small scale at the moment but could be upscaled subject to evaluation.
- On ongoing process to reset the procurement of the Clean and Clear contract which will take place during 2025
- Changes in the management of property acquisitions and project work to ensure these properties are brought to the relet standard
- New processes to monitor and manage the Exit Check process with further potential improvements identified in this area

Focus on Tenant and Resident Scrutiny

- 4.1 In April 2023 the Tenant and Resident Scrutiny Panel selected Voids as a priority area of focus and, with the support of North Star Consulting, concluded their Scrutiny Exercise in November 2024. On this basis the Scrutiny process ran simultaneously to a number of the changes made as part of the Service Improvement Plan. This has meant that part of the outcome recommendations are based on processes which have been changed – although noting that the process documentation still requires to be up-dated reflecting different roles, responsibilities and processes.
- 4.2 The full report is 125 Pages and accompanying Video which has not been attached as an Appendix to this report but can be available to Members as required. There is no Executive Summary but the recommendations have been brought together with a proposed response in Appendix 2 and an updated draft Service Improvement Plan (Appendix 3) which will be discussed by the Voids Governance Group later in March.
- 4.3 The Voids Governance Group appreciate the independent and customer perspective provided through the process and will adopt the recommendations, but wish to be clear about some of the issues raised;
 - Service Managers have worked to promote a partnering approach through Turnkey to build up a mutual customer focus between the Services. A previous culture of ‘client and contractor’ proved divisive, creating conflict and tension at a local level. The Governance Group is a way of ensuring accountability and collaborative focus on performance improvement
 - The Governance Group accept that processes changes may have moved ahead of the process related paperwork but that the Scrutiny Panel appear to have been given out of date information. Steps will be taken to ensure all process documentation is relevant and refresh public facing documents and target timescales specifically. The Scrutiny Panel will also be provided with the correct documentation as part of the response.
 - The need to focus on the standard of the completed void is substantially unacceptable by exception. The Partnership will continue to work to achieve and maintain a balance between making safe properties available quickly, within budget and arranging ‘post let’ repairs that could be agreed with the tenant in advance.
 - The Partnership accepts that there are general issues with the cleanliness of properties and is working to improve this through a Building Service Pilot and re-procuring the Clean and Clear contract led by Building Services

- The Panel have identified that the critical component to voids service improvement starts and the Pre-Exit stage. The Panel commented on the condition that most of the properties inspected and the need for clearances. Interim steps have been taken to improve the Pre Exit check stage of the processes but further development work is being proposed to enhance the end to end oversight of the voids process from a Housing Services perspective.

5.0 Conclusions

- 5.1 The main to manage the efficiency and quality of empty properties is a key business plan indicator as well as vital to tenant satisfaction Void management is also at the centre of the housing emergency response locally and nationally. While progress has been made in year, there has been performance slippage recently and low level quality and standard issues which are being addressed through direct management action. The Tenant and Resident Report is a welcome addition to the improvement and accountability agenda with the actions included in the response being incorporated into the Voids Service Improvement Plan where relevant.

John Mills
Head of Housing Services

List of Appendices

Appendix 1: Initial T&R Scrutiny Report – Response to Recommendations

Appendix 2: Updated Voids Service Improvement Plan

Appendix 3: Voids Performance Analysis (SHN Update)

Report Contacts

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Appendix 1

FIFE TENANT SCRUTINY PANEL – VOIDS RECOMMENDATIONS (DECEMBER 2024)

SUBJECT	FTSP RECOMMENDATION	RESPONSE
COT PROCEDURE	Fife Council should update and simplify the Change of Tenancy Procedure.	The Voids Process and materials are set out on the ISOMA Process Management System. These underpin every aspect of the process so may have been difficult to follow or appear cumbersome. Process maps are developed, available and used by staff involved in the process allowing them to follow the relevant pathway for their specific roles. The Scrutiny Panel have been given an outdated change of tenancy procedure. This has been shortened, simplified and streamlined for staff in the extended duration of the Scrutiny Exercise. This can be supplied to the Scrutiny Panel as part of the response.
CLEANING THE PROPERTY	Fife Council should arrange for scrutiny panel members to visit a small selection of ready to let voids in six months' time. The specification of the cleaning contract should be reviewed and tenant representative groups consulted on this.	Building Services labourers are undertaking premium cleans. This has been in place since 30 th September 2024 and it is envisaged that this will develop further, and the number of properties will increase throughout time. There are no issues with Scrutiny Panel members visiting properties within the timeframe requested noting that there is a focus on Pre-allocations. The Voids Team will select a random sample across the Areas on request. The Clean and Clear Contract expires 31 st May 2025, and the retendering process is ongoing at present. The opportunity

		<p>has been taken to revisit some aspects of the process to identify where improvements can be made.</p>
<p>RE-LET TIMES</p>	<p>Fife Council should consider the use of target timescales for overall days in void repairs and void allocations as a way to improve average relet times.</p> <p>Set target timescale for COT inspection to 1 day.</p> <p>Internal targets should be reviewed and shortened to drive quicker relet times; these targets should also be monitored by Housing Services as part of the void management process.</p> <p>All properties should have locks changed at change of tenancy.</p>	<p>There are targets and not what has been quoted in the document. The targets available to Building Services staff are 5, 10 , 20 days for them to select on their handheld. This is based on the work content and volume of works required in order for them to bring the property to letting standard. The allocations process is ongoing throughout the void period and sign up date is carried out within 5 days, when a Final Clean is raised.</p> <p>Current timescale for COT Inspection is currently 1 day from lock change. It is noted that some properties may not receive lock changes (specifically in Retirement Housing) where there are complications (such as master keys for access). Checks will be carried out to ensure that arrangements assure personal safety.</p> <p>Individual targets are monitored on a regular basis and the target timescales are based on work content and volume of works required and undertaken. Weekly meetings are held with Area Teams and Building Services to discuss current/ongoing void properties. The Service Manager Chairs a monthly Governance Group with all stakeholders.</p> <p>Locks on properties are changed at the beginning of the process with a Universal Lock and removed upon completion of the COT, where a new lock is fitted for the new tenant/s.</p>

TERMINATION STANDARD	<p>The Termination Standard should be reviewed and updated and the list of recharges kept up to date.</p>	<p>The Governance Group accept that this part of the process requires to be reviewed. Where standards mention alterations, tenants are required to apply for permission for these to be carried out by a qualified tradesperson who hold the relevant public liability insurance cover. Although the specific items mentioned rarely come up, they remain for the instances that they do. The recharge amounts also need to be updated to reflect current costs.</p>
EXIT CHECKS	<p>Fife Council should set a target to carry out exit checks on 100% of transferring tenants (or a % rate to be agreed in consultation with tenants groups).</p>	<p>The target percentage is 100% for all transfers. A new process to assist with additional monitoring with the task has now been put in place from 01st February 2025.with potential for further development in 2025</p>
LETTING STANDARD	<p>More needs to be done to ensure that properties are meeting the relet standard. Housing Services as the client should have a strengthened role in ensuring the relet standard is being delivered.</p> <p>The Letting Standard should be reviewed to make it easier to understand and with clearer specifications.</p>	<p>Housing have a partnership approach where they follow the Letting Standards. If we are made aware of any issues and is investigated and resolved as quickly as possible.</p> <p>Building Services have reduced and specialised the number of dedicated staff carrying out the inspections to provide a more consistent approach to bringing the properties back to the letting standard</p>
VOIDS COSTS	<p>As discussed elsewhere the Client: Contractor relationship needs to be strengthened, and Housing Services should have greater control and monitoring of voids costs.</p>	<p>Fife Council operate a partnership approach between Housing and Building Services regarding void properties and change of tenancy repair work. Service Managers from both Services attend monthly meetings, where budget is a standard agenda item. The Budget is monitored monthly with involvement of Building Services, Housing Services and Finance management teams. Exceptions are reported through the Governance Group and escalated where necessary.</p>

RECHARGES	Fife Council should introduce a rechargeable repairs target recovery rate, and the level should be agreed in consultation with tenant representative groups.	To make sure recharges are issued appropriately and a recovery process is in place. However, it is not practical to set a recovery rate target as there are so many variations and circumstances that need to be taken into account.
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	Lead	Timescale	Risk	Intended Outcome	Links / Dependencies	Status / Progress
Establish a Voids Co ordination Team within Housing Access Service						
Revised Lead Officer Structure to be established with a tenancy management and repairs focus	GS	Dec 22	H	Focus for Voids Service Improvement	Hsg Services Staff Structure	Complete
Develop and implement Quality Assurance Processes	DF	Dec 22	M	Embed learning and improvement to Service Ensure Policy and Process compliance	CX Monitoring and Reporting Tools provided through Power BI	Complete
Ensure monthly Area Void Management Meetings are effective	BP	Mar 23	H	Ensure end to end process accountability for performance	Voids Governance Group reporting structure	Complete
Embed Quality Assurance, Training and Support approach across the service to ensure policy and process compliance	BP/LL	Ongoing	H	Ensure policy, process and practice compliance to achieve standards	Area Partnership Framework	Complete
Reset and enhance the role of the Voids Housing Professional to support service improvement	DF	March 25	M	Increased focus on specific performance improvement projects	Reduced monitoring contractual compliance and other deskbased checks	In progress
Explore the potential of a specialist team to implement 100% Exit Checks and reduce reliance on clearances	GS	March 25	M	Reduce waste, reduce time and cost of clearances, improve pre-termination processes, enhance recharges	Link to HOO Review Implementation – Role Profile dependency Link to T&R Scrutiny Report	Initiated
Establish a series of Best Practice visits with Peer Authorities linked to SHN monthly report	GS	April 25	L	Ability to learn and benchmark with Peers, share best practice and potential to enhance the Voids Partnership	None	SHN Monitor in place

Carry out a review of Voids Process to reduce handoffs and handovers						
Harmonise temporary accommodation and mainstream void management processes	GS	Dec 23	H	Maximise efficiency to match new ways of RRTP working	Hsg Services Staff Structure, Works commissioning and system improvements	Contractual arrangements aligned but internal structures remain separate
Carry out a review of Voids Management Roles and Responsibilities with a focus on the key stages	GS	Sept 23	M	Improved customer journey and outcomes for new tenants Clear lines of accountability in managing empty homes	Service Development Group focus on relet and exit standards	Complete
Carry out research to enhance the efficiency of work commissioning processes	GS	Jun 23	M	Ensure components are only replaced when needed Enhance tenant choices Reduce void times	Interim instruction in place via Building Services and agreed by Housing	Relet Standard reset in line with budget, BS Commissioners reduced to improve consistency. Timescales are managed with realistic targets
Examine potential integrations with Building Services to enhance commissioning arrangements	DA	Sept 25	M	Ensure the best possible use of technology to minimise empty properties and improve customer experience	BTS Replacement programme	Linked to Service Change Planning
Carry out a review of Long Term Void properties and identify areas for improvement	LB / AH	March 25	M	Ensure properties with significant defect are returned to use as soon as possible	Professional Services support	Initiated Feb 25
Reset performance standards with Property and Professional services to minimise void timescales	GS/HW/AB/RT	Mar 25	M	Ensure specialist service support required to return properties to use is efficient and effective	HRA Subsidisation of Central Support Services	

Review and Research the potential impact of moving to Choice Based Letting from a Voids Perspective	GS	April 25	M	Enhance void performance through process improvement or change	Allocation Policy and Systems Review	Not started
Review the Exit and Relet Standards to refresh Council Policy by the end of 2025	GS	Dec 25	M	Policy should be regularly reviewed in line with SHR Outcome requirements	To be identified through the review and linked to Tenant Scrutiny Report	Not started
Develop and implement a monthly Voids Budget Monitor						
Voids Management Budget Monitor to be presented to HME Monthly	GS/EL	Immediate	M	Maintain accountability for Void Rent Loss and Budget spend	Budget Monitoring cycle	Established Practice through the Governance Group
Enhance Voids Contract Management Arrangements (Orbis)						
Ensure monthly contract management meetings promote accountability within the Voids process	BP	Ongoing	H	Maintain contractor performance and accountability	CX and Orbis Reporting	Established and Complete
Enhance regular monitoring and compliance checks	BP	Ongoing	M	Ensure standards via Team checks on works orders and completions	Need to develop an enhanced quality assurance mechanism	Complete through the Sprint and QA produced by the HP
Establish budget monitor	BP/EL	Ongoing	M	Maintain contractor performance and accountability	CX and Orbis Reporting	Complete and to be revised through re-procurement
Support the Re-procurement of the Clean and Clear Contract	SR	May 25	M	Improve contractor response and compliance. Reduce quality monitoring and billing resource requirements in house. Explore potential to insource or enhance resourcing of elements of the contract	None	Procurement Strategy in place

Enhance Utility Maintenance and Management Arrangements						
Research the potential to establish a default Utility Supplier for mainstream and temporary tenancies	GS	April 23	H	Reduce time spent dealing with utility issues Generate the best service for Fife Develop a relationship to generate benefits for tenants and housing customers	Focus on mainstream voids and mature to temporary accommodation Potential to generate fuel poverty benefits for tenants	Complete - Agreement in place for mainstream and temporary tenancies
Establish a dedicated staffing resource to manage Utility disputes and complex issues	GS	Sept 23	M	Deferred pending Preferred supplier arrangement	Test arrangements with Utilita and develop as required	Deferred as not required due to the partnership
Develop, enhance and refine the Partnership with Utilita to maximise benefits to customers and as part of the Service Improvement Plan	BP/LL	Dec 23	M	Enhanced service performance Fuel Poverty benefits to customers Improved management of temporary accommodation and other dedicated resources	Partnership Agreement kept under regular monitor and review	Complete

Develop a 2025 Tenant in First Process to minimise repairs / component replacement during voids and examine a next Generation Furnished Tenancy Scheme						
Establish a Partnership Service Development Group to enable process change	LL	Nov 22	M	Ensure consistency and continuity of voids process Develop service improvement recommendations and implement Enhance the partnership approach to voids management and improvement	None – representation to focus on Housing Services initially and develop partnerships at Area Level	Complete – SDG in place and meeting regularly
Review and revise Component Replacement within Voids to improve efficiency of voids	GS/AB	Mar 22	H	Minimise void relet time Enhance customer engagement in component replacement Reduce voids budget spend on standardised components	SHQS / EESH works still to be completed – link to component replacement programme Accountable timescales and process within BS	Complete

Examine the use of technology within the Voids Process	DA	Dec 23	M	Ensure the best possible use of technology to minimise empty properties and improve customer experience	SDG Sub Group to be established	Not Started
Review and implement a Revised Relet Checklist / Standard (approved by Committee)	GS/AB	Dec 23	H	Sub Group to review Relet Standard and make recommendations to Committee for any changes	SDG focussed activity with revised processes and new customer facing information leaflets and materials	Complete
Explore the potential of a Furnished Tenancy Scheme to improve transition timescales from temporary to permanent accommodation	GS	October 25	M	Improve relet standards, promote sustainable tenancies and reduce transition timescales for new tenants transitioning from homelessness or other settings	None	Starting in Feb 2025
Develop a systematic approach to retaining or recycling homewear and appliances to tackle fuel poverty and promote tenancy sustainment	GS	June 25	M	Needs to balance process efficiency with tenant value. Explore the potential of a non-commercial recycling scheme through third or other sector support	HP to reduce monitoring checks and focus on process improvement in this area	Work started in 2023 but now linked to a wider Anti Poverty Project
Enhance Tenancy Normalisation / Conversion Process to increase 0 day Voids						
Re-develop Pre-Exit Checklists and process with a focus on Voids Pathways	BP/LL TA Mgmt	Dec 23	H	Review Group to establish potential process improvements of a Voids Co-ordination Unit	Lessons learned from Pandemic and Kdy Sheriff Court Judgement	Complete – needs to move to Exit Standards
Enhance pre-exit processes to divert the property to temp prior to CoT	BP/LL	Oct 23	H	Ensure the best use of stock across mainstream and temporary accommodation	Staffing / Resourcing issues	Diversion and Replacement programme co-ordinated by Housing Access Team
Establish Voids Co-ordination processes to manage mainstream and temp tenancies	BP/LL TA Mgmt	Dec 23	H	Review Group to establish potential process improvements of a Voids Co-ordination Unit	Lessons learned from Pandemic and Kdy Sheriff Court Judgement	Part of Service Change Planning Agenda

Upscale Scatter Flat Flipping as part of the Ending Homelessness Strategy to reduce voids	GS/AM	April 26	H	Need to balance benefits against costs of replacement. Link to Temporary and Supported Accommodation Strategy	Ending Homelessness Together Strategy / Housing Emergency Measures	100 flats flipped per year is a longstanding RRTP priority
Review and revise tenancy management processes to minimise voids						
Focus on Decants, Tenants with Bail Conditions	JMcV/CAB	Apr 23	M	Ensure the efficient management of specific housing circumstances Manage overlap between voids and tenancy management processes	None	Complete
Enhance Key Management processes	BP / LL	Sept 23	M	Subgroup to review processes and make recommendations for any changes	None	Not Started – no clear business case at this time

Local Authority Voids

As at end of January 2025

Lettable Units

2.06%
Average
8.11%
Maximum

1.69%
Median
0.00%
Minimum



January 2025

● Total units ● Empty properties ● Empty properties as a percentage of total units (Lettable)



Lettable Units (Trends)

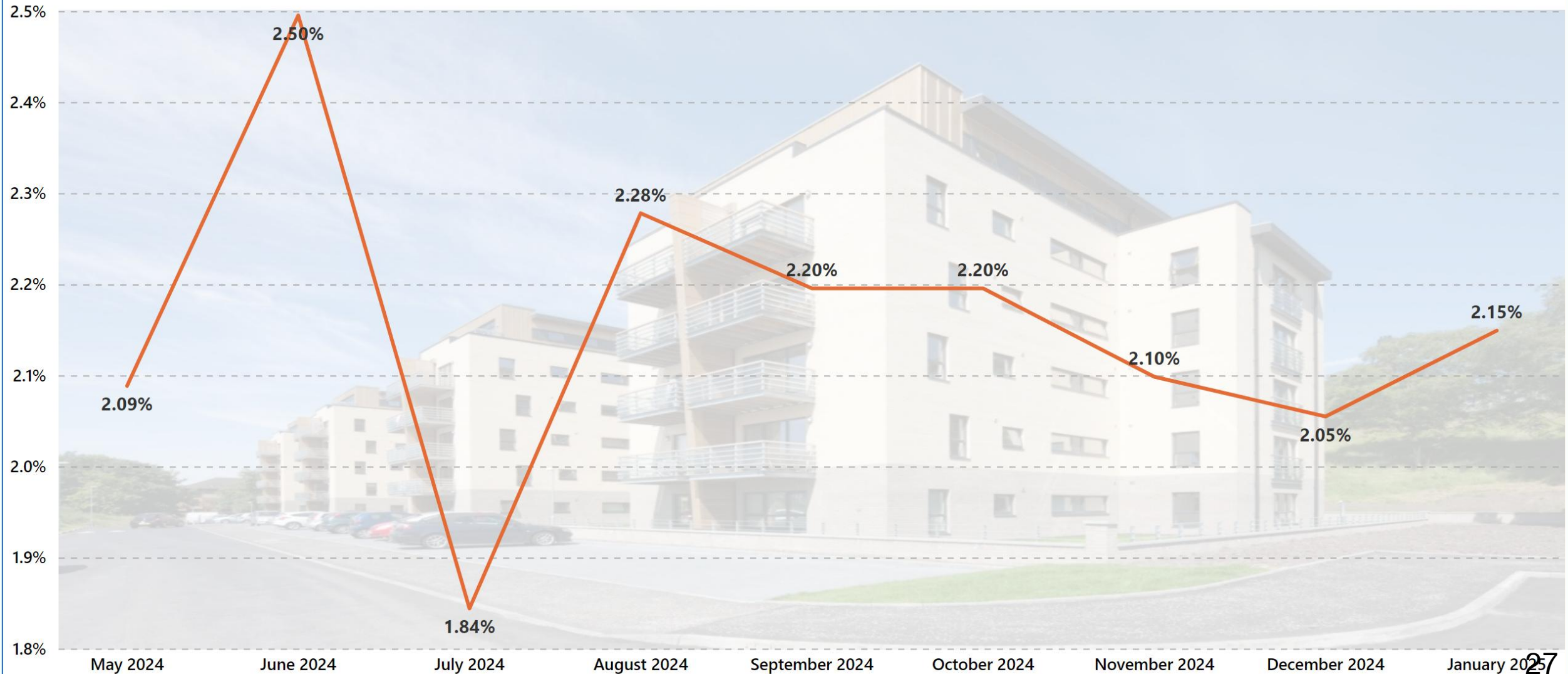
2.10%
Average
8.81%
Maximum

1.79%
Median
0.00%
Minimum



Empty properties as a percentage of total units (Lettable)

Average of Submissions



Unlettable Units

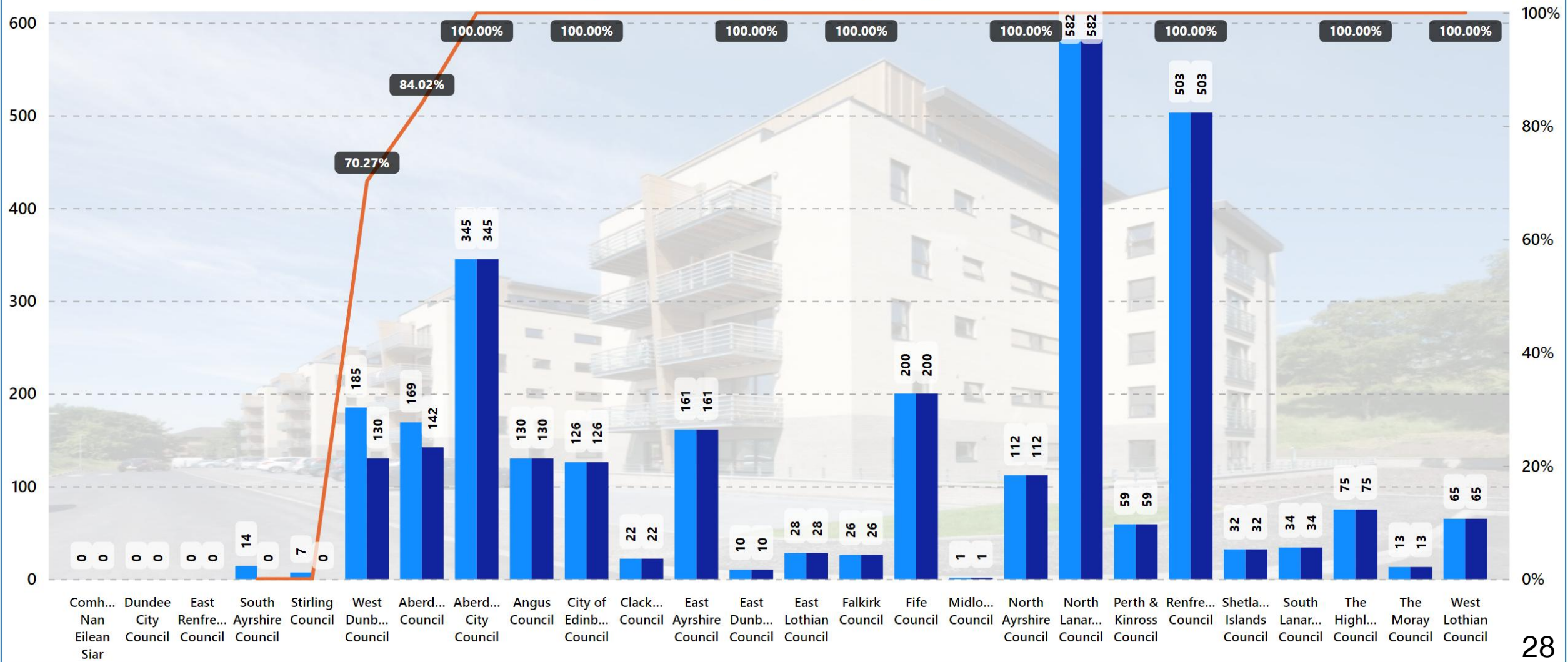
89.61%
Average
100.00%
Maximum

100.00%
Median
0.00%
Minimum



January 2025

● Total units ● Empty properties ● Empty properties as a percentage of total units (Unlettable)



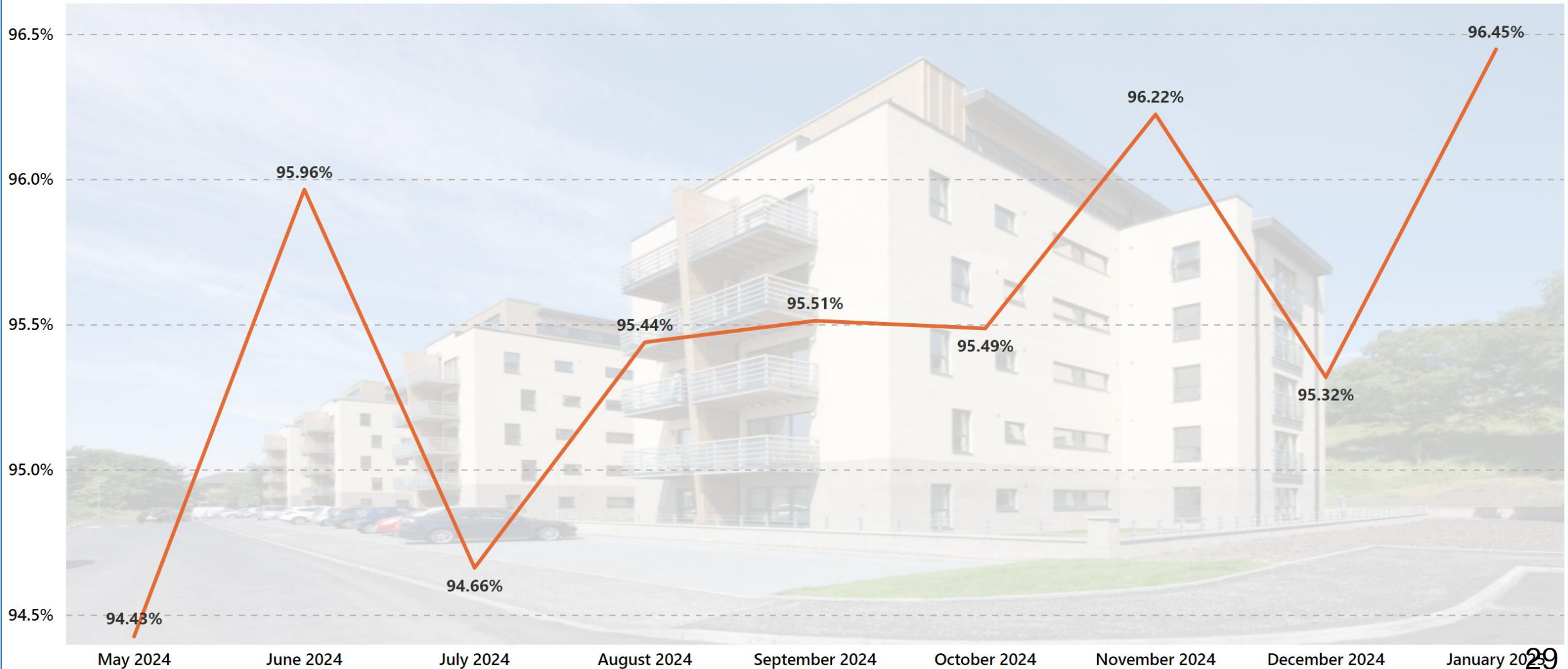
Unlettable Units (Trends)

86.24%	100.00%
Average	Median
100.00%	0.00%
Maximum	Minimum



Empty properties as a percentage of total units (Unlettable)

Average of Submissions



Temporary Accommodation

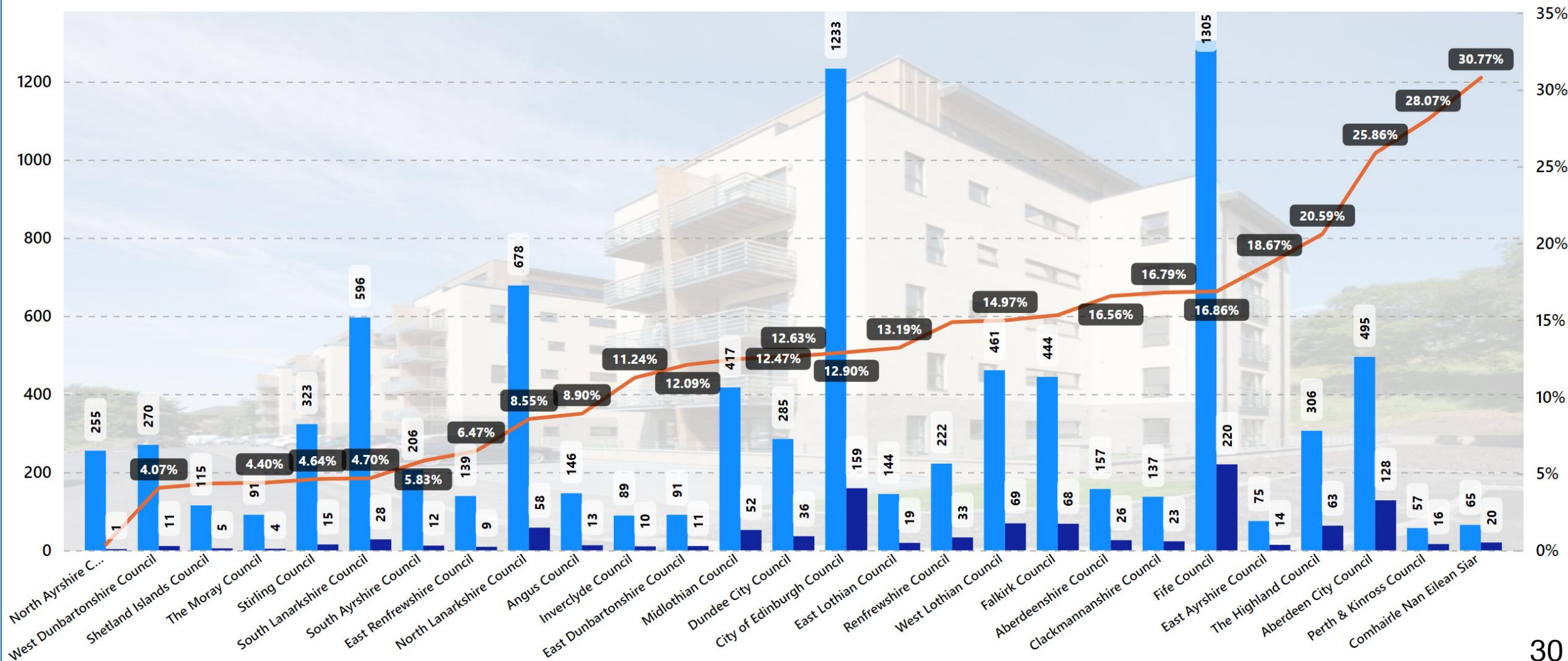
12.82%
Average
30.77%
Maximum

12.69%
Median
0.39%
Minimum



January 2025

● Total units ● Empty properties ● Empty properties as a percentage of total units (Temporary Accommodation)



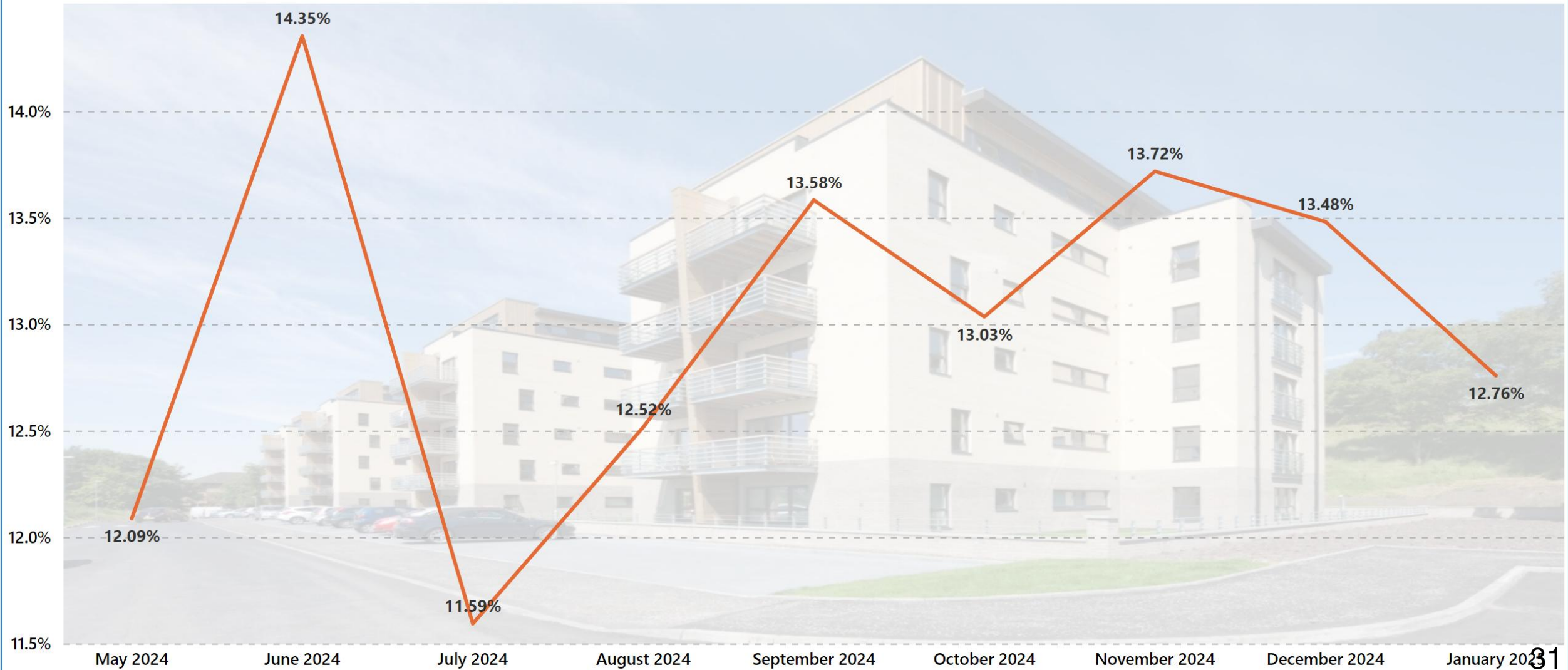
Temporary Accommodation (Trends)

13.54%
Average
46.51%
Maximum

12.90%
Median
0.00%
Minimum

Empty properties as a percentage of total units (Temporary Accommodation)

Average of Submissions



Total Voids Including Unlettable Units

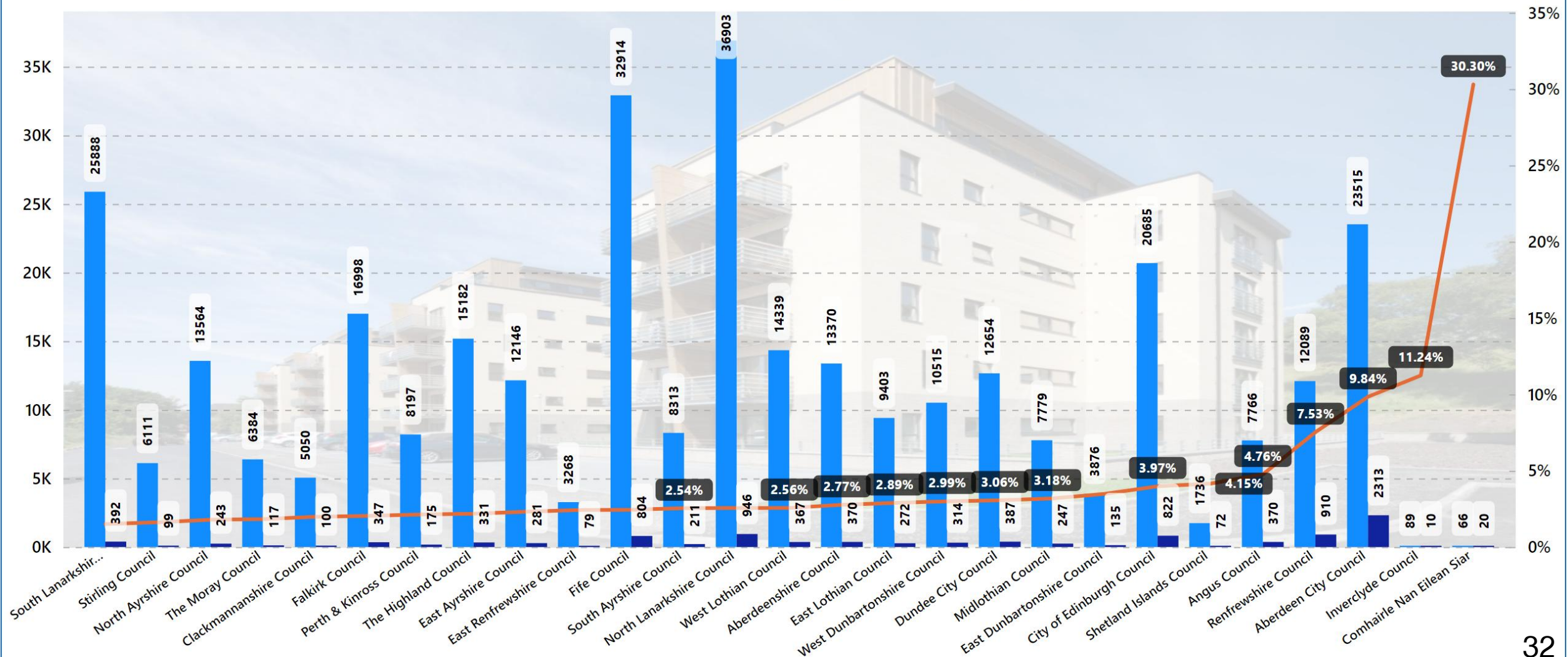
4.41%
Average
30.30%
Maximum

2.67%
Median
1.51%
Minimum



January 2025

● Total units ● Total voids ● Total voids as a percentage of total units (including unlettable)



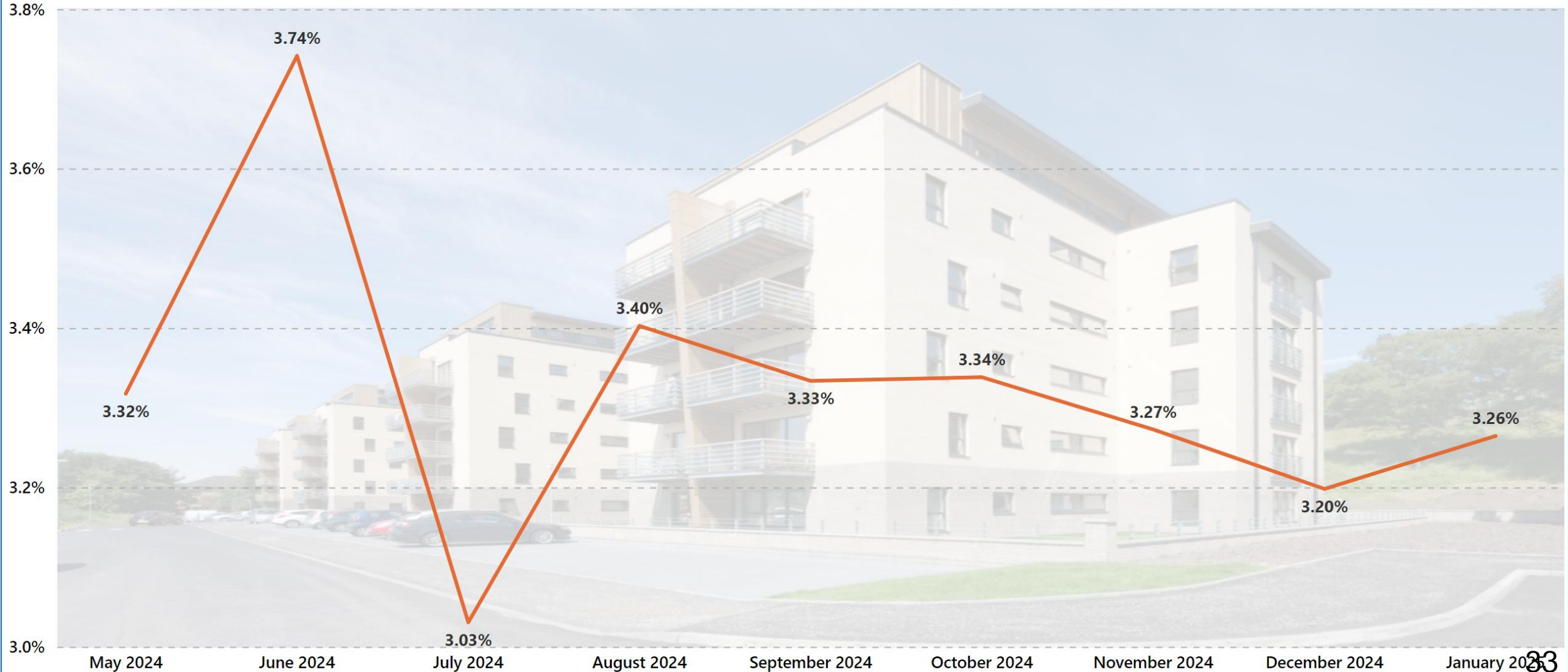
Total Voids Including Unlettable Units (Trends)

4.14%
Average
32.84%
Maximum

2.71%
Median
1.21%
Minimum

Total voids as a percentage of total units (Including Unlettable)

Average of Submissions



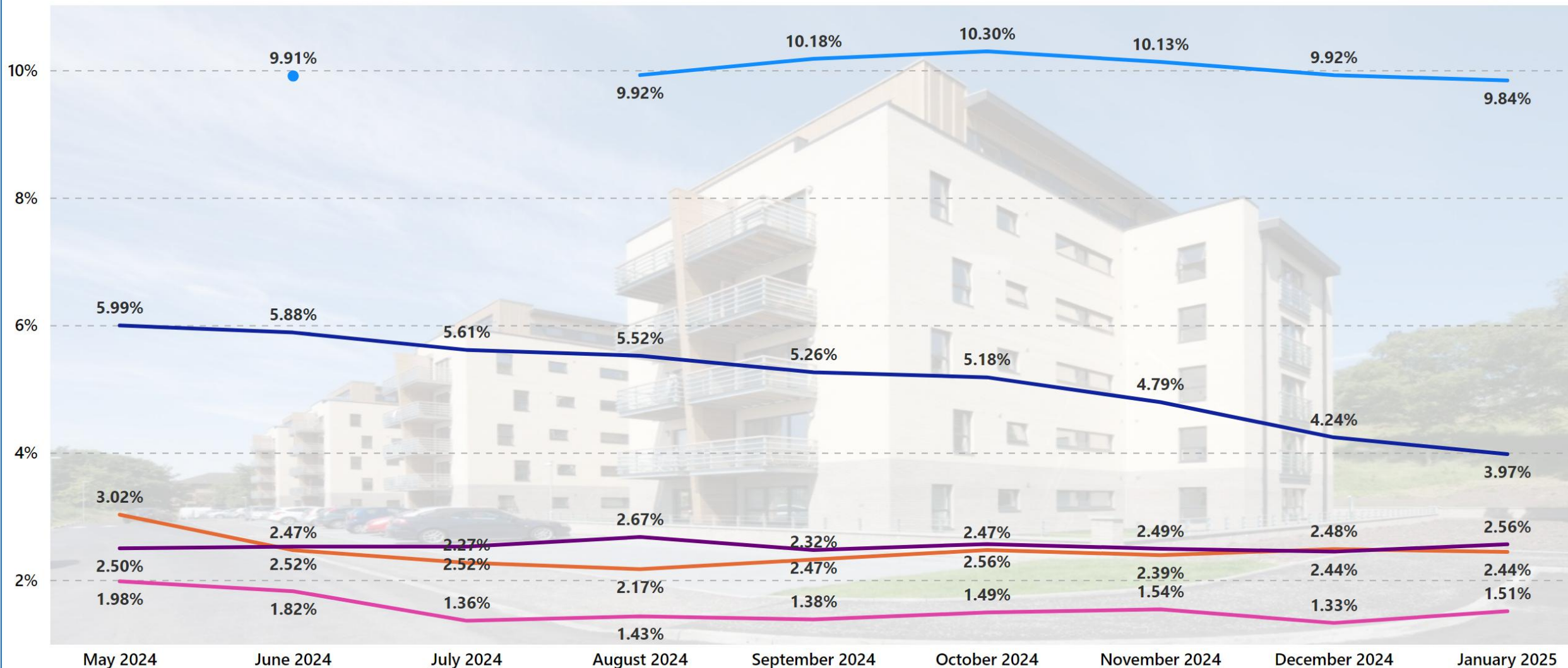
Total Voids Including Unlettable Units - Large LA (Trends)

4.14%
Average
32.84%
Maximum

2.71%
Median
1.21%
Minimum



Total voids as a percentage of total units (Including Unlettable)



● Aberdeen City Council ● City of Edinburgh Council ● Fife Council ● North Lanarkshire Council ● South Lanarkshire Council

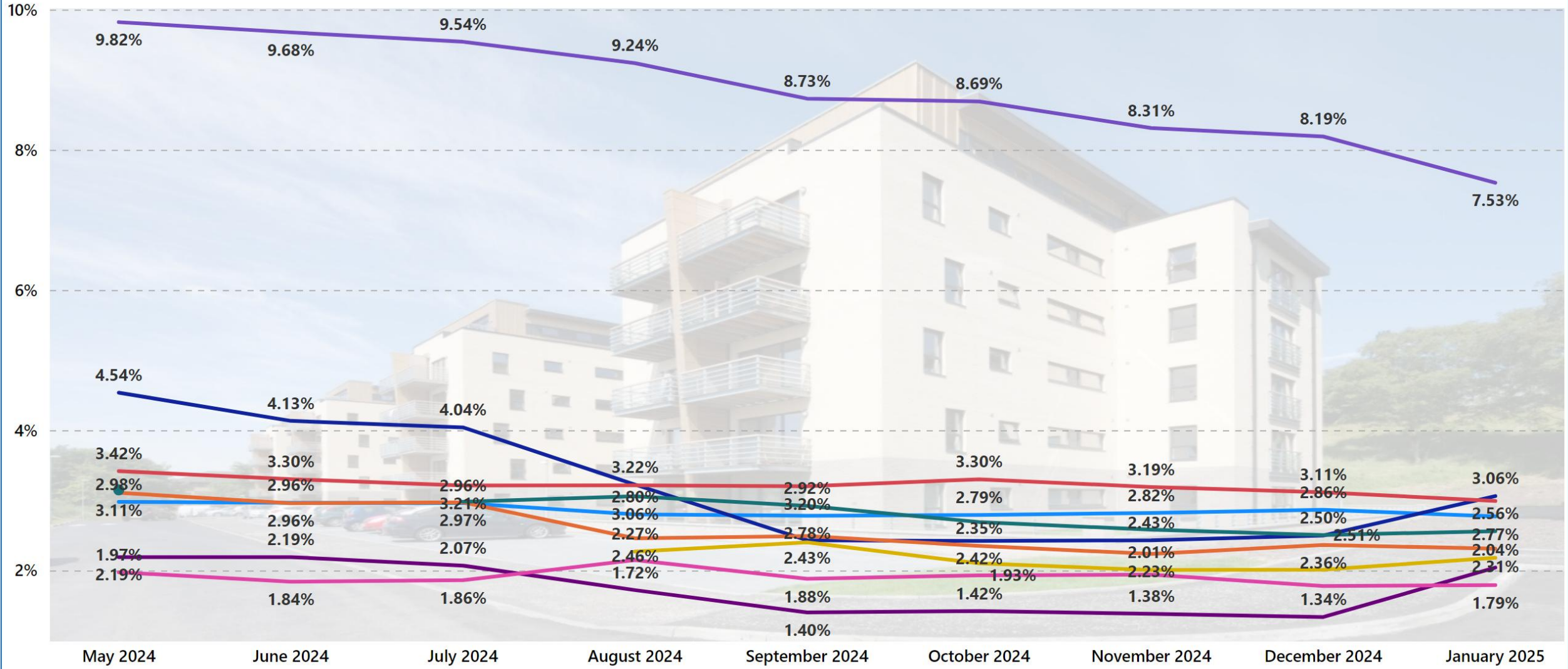
Total Voids Including Unlettable Units - Medium LA (Trends)

4.14%
Average
32.84%
Maximum

2.71%
Median
1.21%
Minimum



Total voids as a percentage of total units (Including Unlettable)



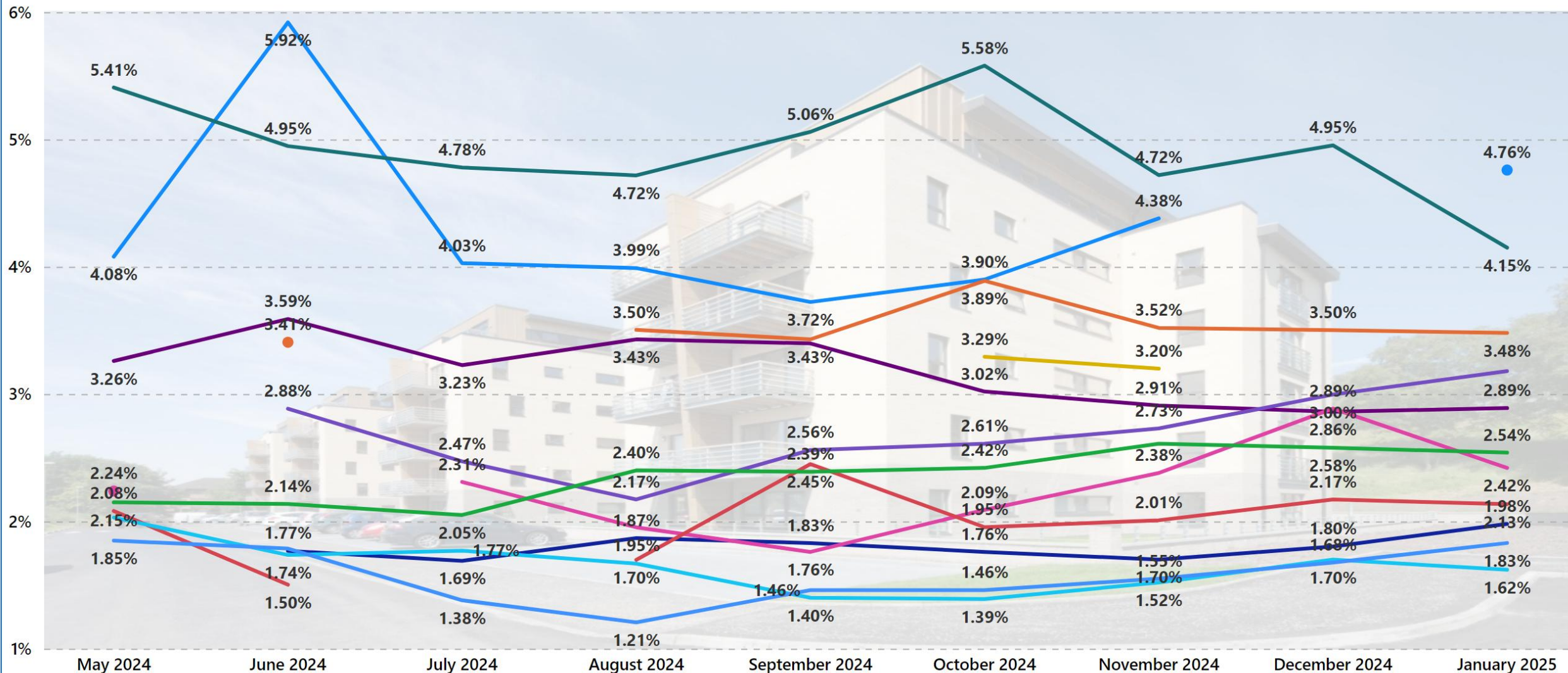
Total Voids Including Unlettable Units - Small LA (Trends)

4.14%
Average
32.84%
Maximum

2.71%
Median
1.21%
Minimum



Total voids as a percentage of total units (Including Unlettable)



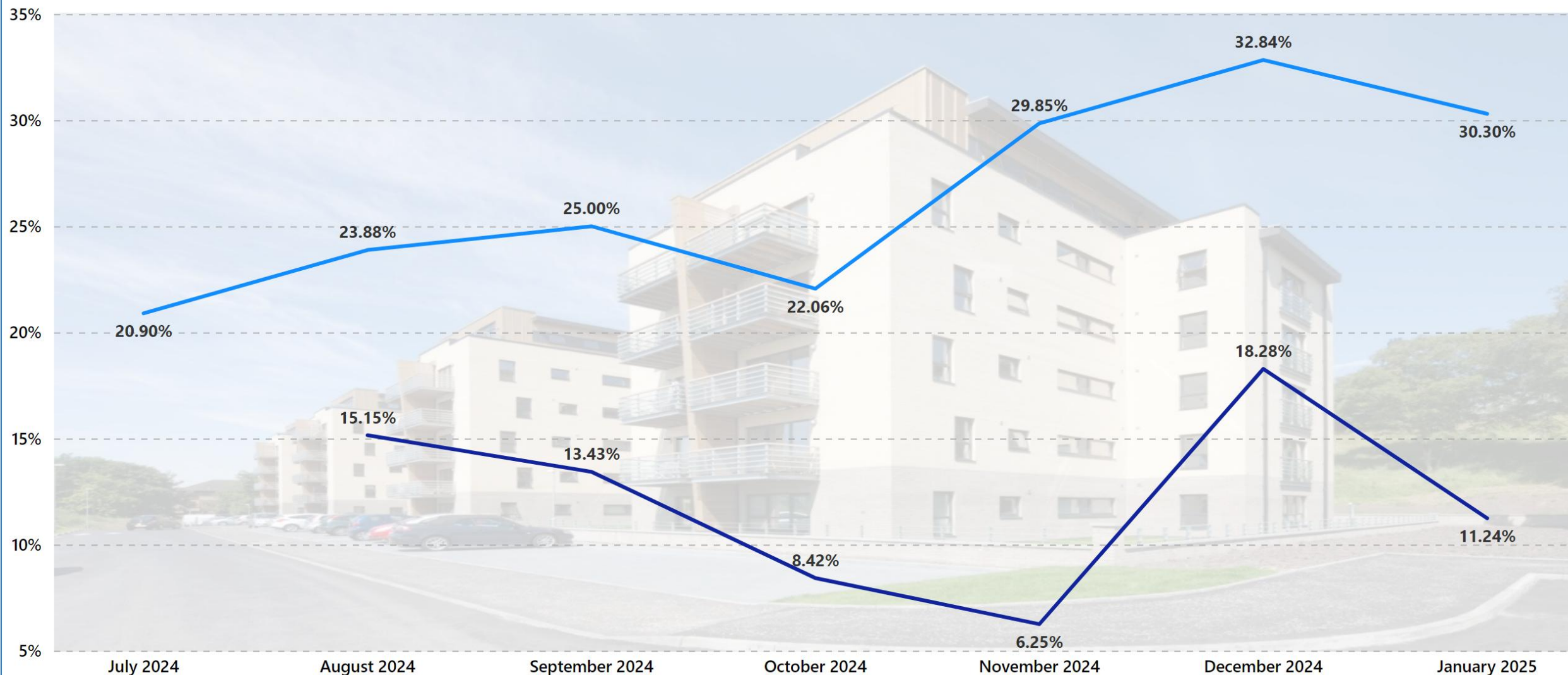
Total Voids Including Unlettable Units - Stock Transfer LA (Trends)

4.14%
Average
32.84%
Maximum

2.71%
Median
1.21%
Minimum



Total voids as a percentage of total units (Including Unlettable)



● Comhairle nan Eilean Siar ● Inverclyde Council

Total Voids Excluding Unlettable Units

3.70%
Average
30.30%
Maximum

2.24%
Median
0.97%
Minimum



January 2025

● Total units ● Total voids ● Total voids as a percentage of total units excluding unlettable



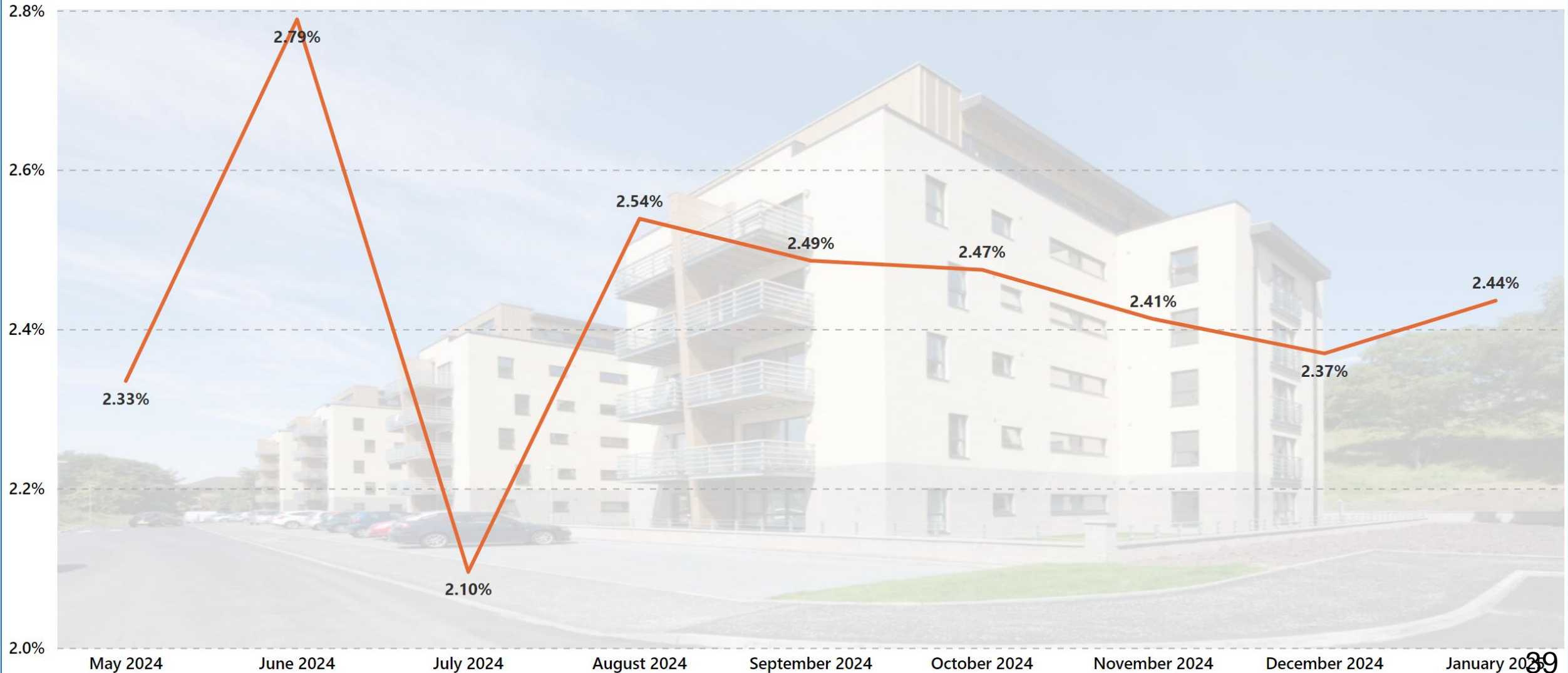
Total Voids Excluding Unlettable Units (Trends)

3.28%
Average
32.84%
Maximum

2.15%
Median
0.55%
Minimum

Total voids as a percentage of total units (Excluding Unlettable)

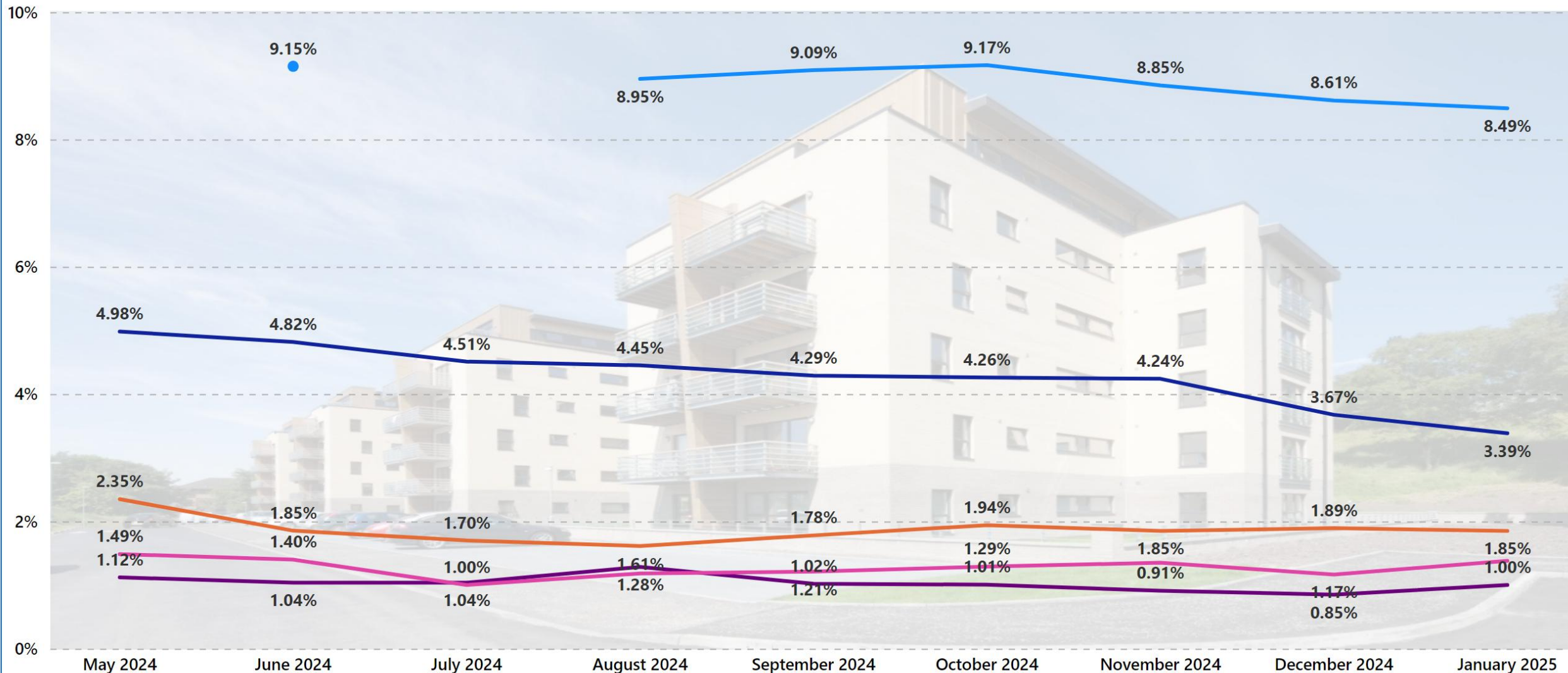
Average of Submissions



Total Voids Excluding Unlettable Units - Large LA (Trends)

3.28%
Average
32.84%
Maximum
2.15%
Median
0.55%
Minimum

Total voids as a percentage of total units (Excluding Unlettable)



● Aberdeen City Council ● City of Edinburgh Council ● Fife Council ● North Lanarkshire Council ● South Lanarkshire Council

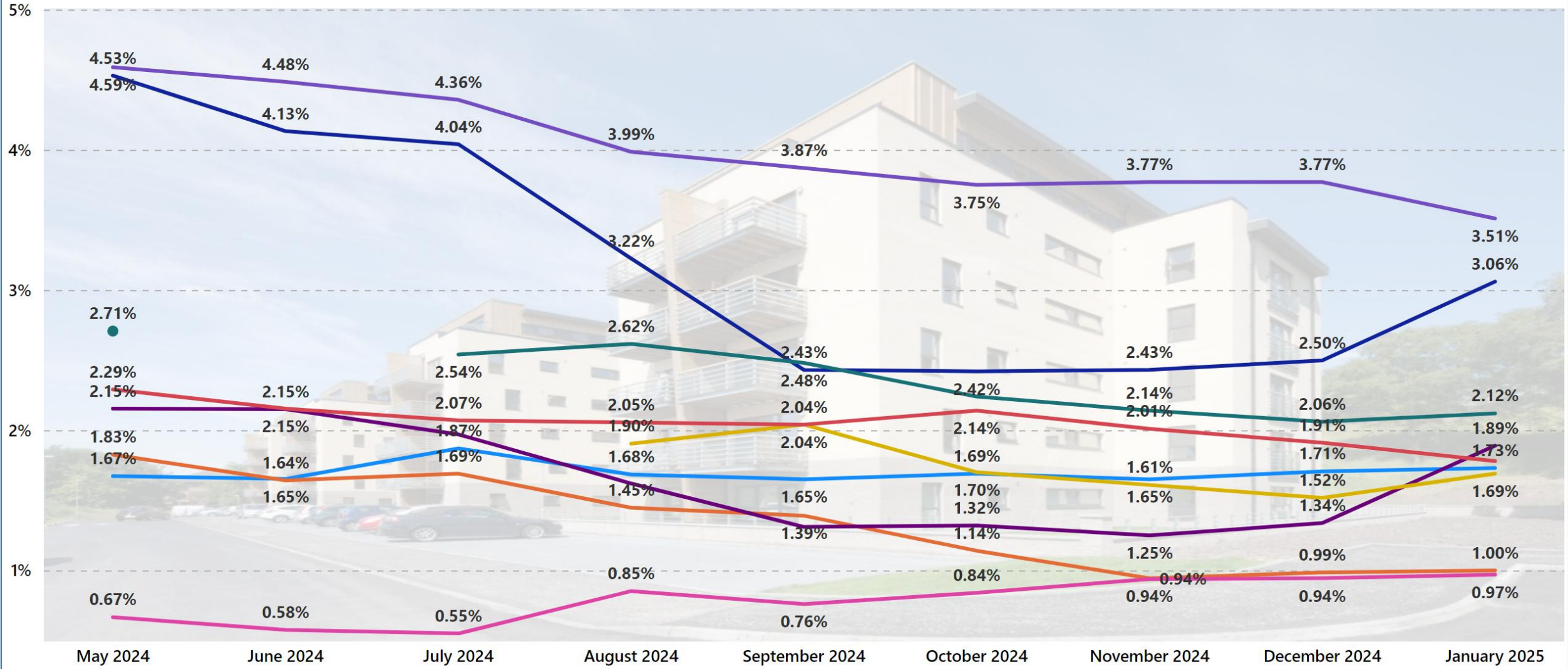
Total Voids Excluding Unlettable Units - Medium LA (Trends)

3.28%
Average
32.84%
Maximum

2.15%
Median
0.55%
Minimum



Total voids as a percentage of total units (Excluding Unlettable)



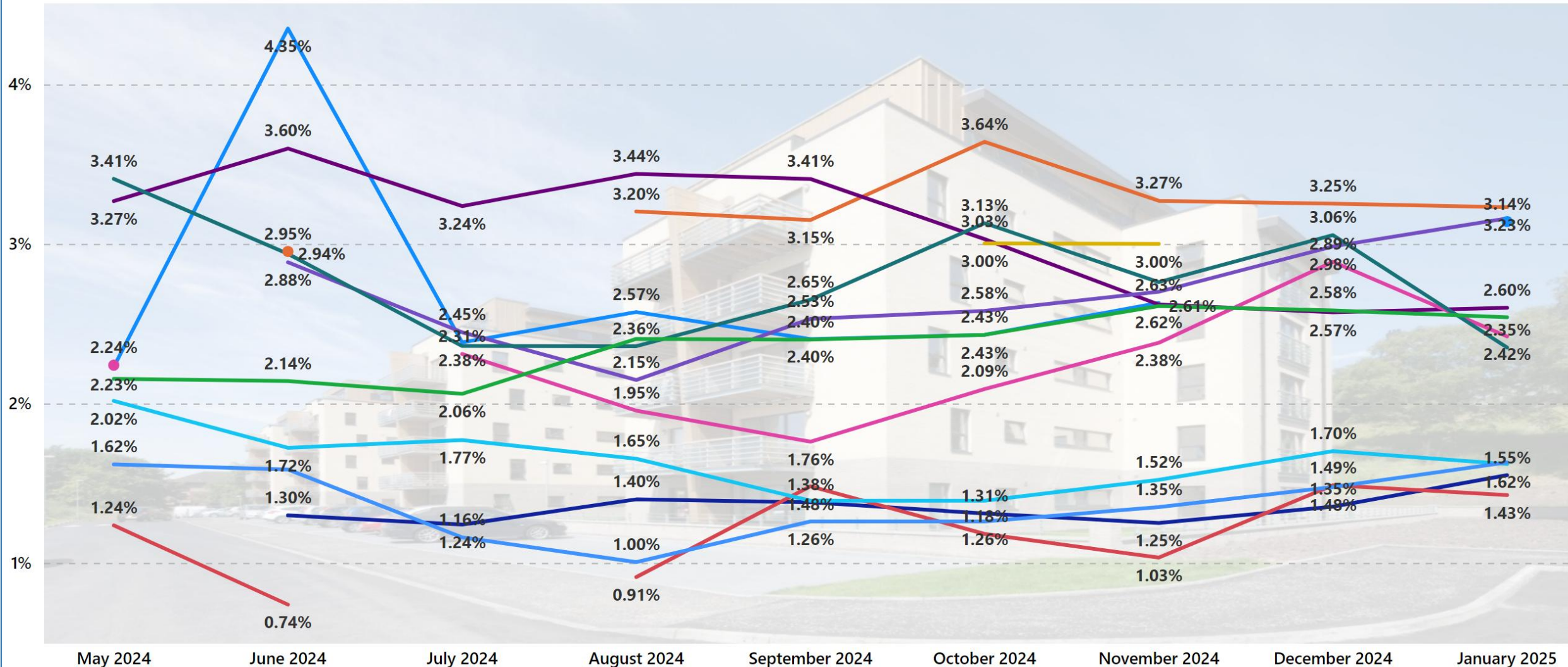
Total Voids Excluding Unlettable Units - Small LA (Trends)

3.28%
Average
32.84%
Maximum

2.15%
Median
0.55%
Minimum



Total voids as a percentage of total units (Excluding Unlettable)

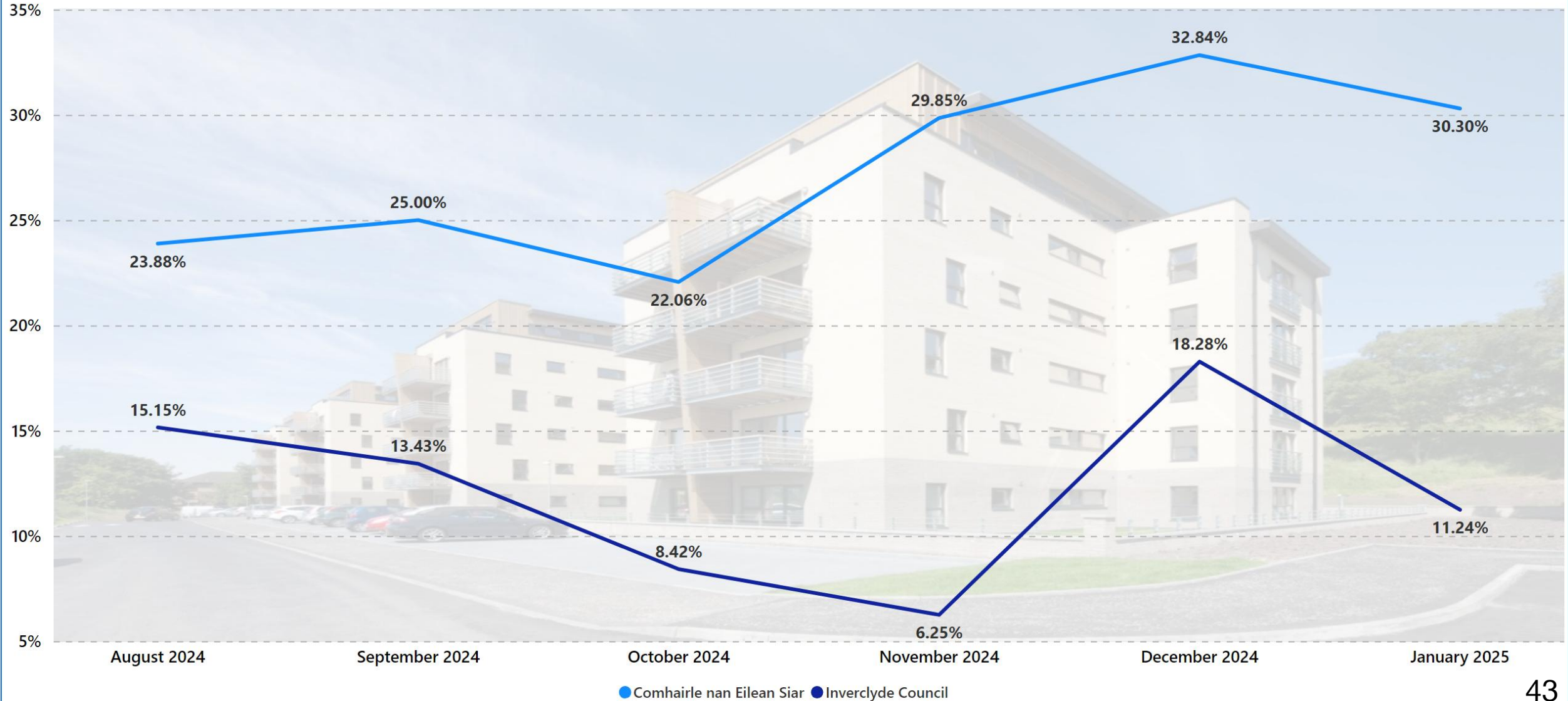


Total Voids Excluding Unlettable Units - Stock Transfer LA (Trends)

3.28%
Average
32.84%
Maximum

2.15%
Median
0.55%
Minimum

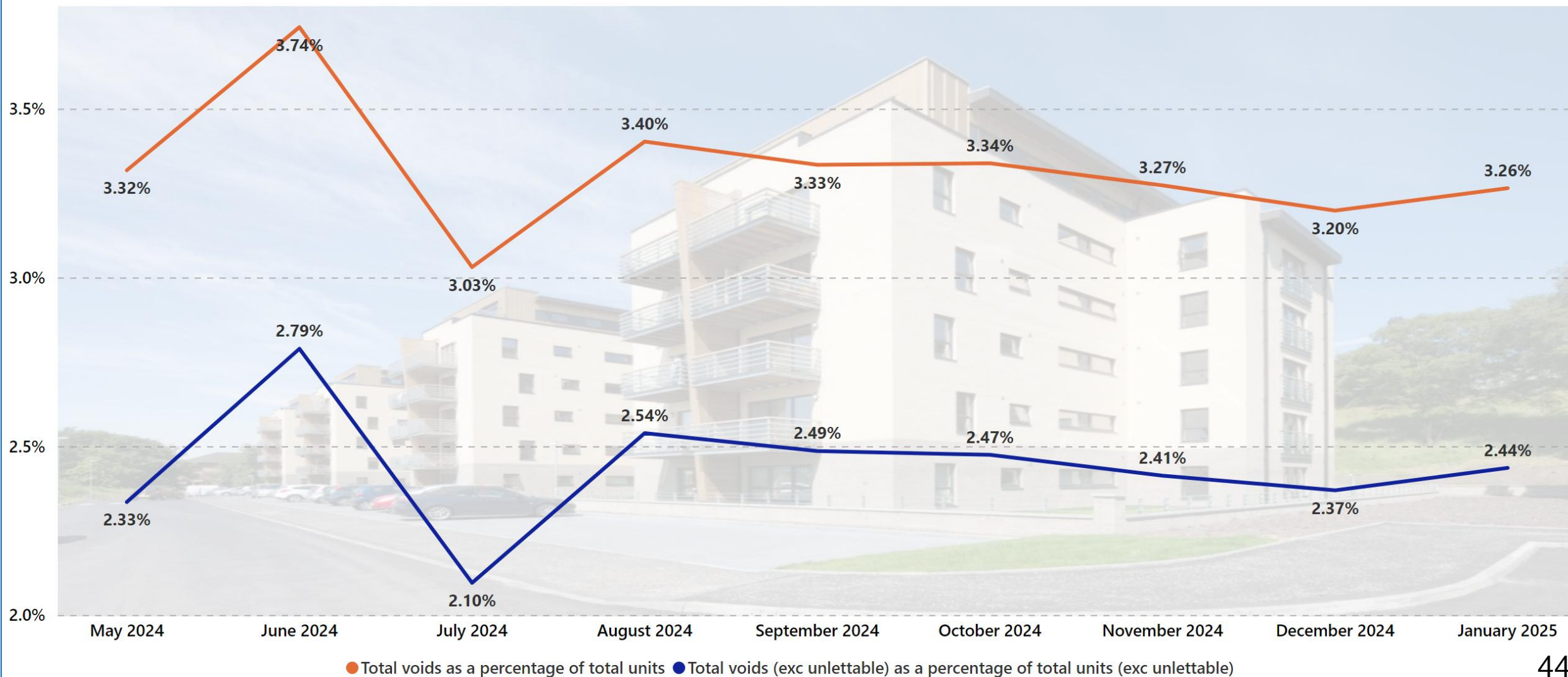
Total voids as a percentage of total units (Excluding Unlettable)



Total Voids Including Unlettable Units (Trends) & Total Voids Excluding Unlettable Units (Trends)

Total voids as a percentage of total units (Including Unlettable) & Total voids as a percentage of total units (Excluding Unlettable)

Average of Submissions



January 2025

Organisation Name Contextual comments

Aberdeenshire Council	Lettable voids figure includes 92 Sheltered Housing properties, of which 50 are low demand, meaning that Sheltered Housing makes up almost half of our lettable voids, despite only being 11% of our total stock. Lettable void total also includes 17 properties with meter issues that cannot be let until these are resolved.
Clackmannanshire Council	The above totals exclude 7 OTS purchases which are awaiting refurbishment.
East Ayrshire Council	Unlettable includes 77 committee decisions to dispose/demolish
East Lothian Council	26 unlettable units were being used as decants and 2 are in the process of being sold at 31/01/25
Falkirk Council	Unlettable includes 26 structural voids. Void lettable units includes 33 with accepted offers, 22 being advertised, and 24 ready to advertise. Homeless void properties have increased, as properties that were kept ensuring access to accommodation over the festive period and to meet winter weather arrangements not being needed. We are using these properties to reduce B&B placements, and they should resume to normal levels
Fife Council	Fife has worked to maintain a mobile pool of voids properties reflecting the transfer led approach. There has been slippage in letting delays throughout quarter 3 with specific management action applied to address resourcing and capacity issues in Quarter 4. Temporary Accommodation longterm voids - 5.2%
Inverclyde Council	24 hostel-type units & 65 community based TFFs. Hostel = 0 voids; TFFs = 10 voids - 1 RTL, 1 at l/term repair with RSL, 1 just returned from Police, 2 awaiting meter replacement, 5 routine voids.
North Ayrshire Council	As at 31st January 2025 NAC had * awaiting or undergoing major repairs/structural work62 * Fire / Flood5 * Subject to a Council decision (transferred, reconfigured or disposed of/demolished)45
North Lanarkshire Council	Of the 582 unlettable properties, 468 (80.4%) are part of our tower reprovisioning programme with a further 31 (5.3%) unlettable due to being buy backs with outstanding repairs. A further 66 (11.3%) are due to modernisation /Decant/Major Repairs etc
South Ayrshire Council	During January 2025 we received handover for a total of 8 new build properties, in addition to this, 4 properties were added to our stock via the council's buy back scheme. Within the 199 lettable units empty as at 31.01.25, we are experiencing utility issues with 28 of these properties. The 14 unlettable properties are being used as decants. As at 31.01.25, there were 12 voids within the temporary accommodation stock, with the exception of 1 property that is fire damaged, the remaining properties were being prepared for relet. 6 of the 12 void properties became void between 30.01.25 and 31.01.25.
Stirling Council	In addition to the 84 empty lettable units, we have a further 16 acquired homes that we're bringing up to SHQS
The Highland Council	With regard to our Unlettable Units - Some of our properties are awaiting demolition and rebuild as part of an affordable new build programme and we have also offered

March 2025
Agenda Item No.

Report Title – Police Scotland Performance Report Q1 to Q3 (Apr – Dec) 2024/2025.

Report by: Chief Superintendent Derek McEwan

Wards Affected: All

Purpose

To enable local elected members to have oversight of Fife Division performance.

Recommendation(s)

Members are encouraged to scrutinise the performance report for this period.

Resource Implications

N/A

Legal & Risk Implications

There are no legal or risk implications arising from this report.

Impact Assessment

The information contained in this report is public facing, which mitigates any impact.

Consultation

Information contained within this report has been abstracted from Police Scotland's Quarterly Council Area Report.

0

1.0 Background

Performance in relation to the identified policing priorities is monitored and reviewed internally on a weekly basis. Reports are produced to allow scrutiny by the Environment, Protective Services and Community Safety Committee. This report covers the period from 1 April 2024 to 31 December 2024.

2.0 Issues and Options

None.

3.0 Conclusions

Data provided in this report is for information purposes to allow Board Members to conduct their scrutiny responsibilities.

List of Appendices

1. Fife Division Performance Report – Q1 to Q3 (Apr – Dec 2024)

Report Contact

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FifeDCU@scotland.police.uk

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Fife Division Performance Report Q1 – Q3 2024/25



Report for the Environment, Protective Services and Community Safety Committee from Police Scotland, P Division (Fife) – April 2024 to December 2024 (Q1 to Q3).

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Our Vision

Sustained excellence in service and protection.

Our Purpose

To improve the safety and wellbeing of people, places and communities in Scotland.

Our Values

Integrity, Fairness and Respect



INTRODUCTION

This document provides a summary of Police Scotland Fife Division performance for the reporting period 1 April 2024 to 31 December 2024.

The document is for review by local elected members at the People and Communities Scrutiny Committee.

The report provides an overview and assessment of performance, with accompanying context. Numerical comparisons are provided based upon the same reporting period for the previous year (April – December 2023).

This report references the crime groups used by territorial divisions within Police Scotland to report recorded crime statistics, these are:

- [Violence](#)
- [Disorder and Anti-social Behaviour](#)
- [Serious Organised Crime](#)
- [Acquisitive Crime](#)
- [Protecting People at Risk of Harm](#)
- [Hate Crime](#)
- [Road Safety and Road Crime](#)

These priorities are embedded in The Plan for Fife which strives to provide opportunities for all, thriving places, inclusive growth and jobs, and community led services. It is hoped that the report will demonstrate how our policing priorities are delivering on The Plan.

FIFE DIVISIONAL SERVICE DELIVERY HUB

At the beginning of 2024, Fife Division created the Divisional Service Delivery Hub (DSDH). This newly formed team of non-deployable officers, who are based in Police Headquarters, Glenrothes, carry out remote investigation and contact with the public.

The main drivers behind the pilot were:

- To enhance service delivery to the communities of Fife by providing an effective reporting mechanism.
- Officers who understand the local community's needs, with local knowledge to thoroughly progress investigations.

The DSDH has allowed details of crimes to be recorded more timeously and has provided member of the public with a single point of contact to report crime or seek advice, rather than having contact with multiple departments. Where remote investigation can be completed this is done and when physical investigation is required, a full investigative package is sent to local officers to progress.

DSDH staff actively engage with partners and signpost when appropriate. This has proved effective in ensuring members of the public are given the appropriate advice and support at an early stage.

Feedback from frontline officers has been overwhelmingly positive, with frontline operational officers having increased capacity to investigate crimes and undertake pro-active local tasking to address local priorities.

The following figures from 1 April to 31 December 2024 outlines the demand that the DSDH has removed from frontline operational officers.

Total No. of Incidents Dealt with by the DSDH (April to December)	Total No. of Crime Reports Created by the DSDH	No. of Average Police Officer Hours Saved Compared to Operational Officer Dealing*
15,553	3,201	23,329

**The average number of Police Officer hours saved has been calculated based on 1.5 hours saved per incident dealt with by the DSDH. The 1.5 hours saved per incident is the average time saved if two operational officers travelled to and from the scene and conventionally obtained the required information and evidence from the reporter.*

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The above illustrates the significant role the DSDH has in the investigation of crime across Fife, from volume crime to protracted and complex enquiries. A recent example of this was the team co-ordinated the investigation of a series of linked hate crimes that had occurred in various geographical areas across Fife. The DSDH ensured the investigation was completed to a high and consistent standard, with engagement and reassurance to the communities and victims impacted. The thorough investigation led to the arrest of the perpetrator and allowed the criminal justice and victim support process to begin.

It is recognised that Theft by Shoplifting is an area of concern for both larger national retailers and local grocers. Listening and acting on feedback, since September 2024 the DSDH have piloted a new process for retailers to report Theft by Shopliftings to the Police. Retailers join an online reporting system whereby they can remotely report shoplifting including the facility to submit CCTV footage and images. This information is then gathered and triaged by the DSDH who contact the retailer and commence the investigation to identify the perpetrator. This has led to increased intelligence gathering to pro-actively target those criminals causing the most significant harm to retailers.

Initial feedback from retailers is extremely positive, retailers have the ability to remotely report shoplifting without having to dial 101, saving their staff time and allowing officers to identify and bring perpetrators to justice quicker. This along with crime prevention advice and target hardening mitigates the changes of retailers becoming repeat victims.

This collaborative project with retailers is the first of its kind in Scotland and, after formal evaluation, it is hoped it will be expanded nationally.

PERFORMANCE SUMMARY



Crime	2023/24	2024/25	Incidents	2023/24	2024/25
Total Crimes & Offences	22,778	22,605	Total No. of Incidents Reported	87,909	86,986

There were 22,605 crimes and offences recorded in the reporting period, a decrease of 0.8% based on the same period the previous year. This equates to 173 fewer crimes.

There were 86,986 incidents reported in the reporting period, a decrease of 1.05% based on the same period the previous year. This equates to 923 fewer incidents.

CRIME DEMAND HIGHLIGHTS (as of Q3 Dec 2024)

As previously mentioned in this report, the Fife Divisional Service Delivery Hub (DSDH) has had a significant positive impact on the reporting and investigation of crime within the reporting period. With the ability to investigate crime timeously and more effectively, allows offenders to be swiftly identified and brought to justice, and relevant internal and external partners can provide crime prevention advice and action. The DSDH alleviates pressure on frontline operational officers, allowing them to conduct proactive work in their communities which targets repeat offenders. This coupled with a plethora of internal and external crime prevention and intervention work is thought to have attributed to the overall decrease in recorded crime in Fife.

INCIDENT DEMAND HIGHLIGHTS (as of Q3 Dec 2024)

Missing Persons Focus

Analysis undertaken by our Missing Persons Co-Ordinator confirmed that Fife records the highest number of missing persons investigations per officer in the country. This equates to the second highest rate of missing persons per 10k capita of all other local policing divisions in Scotland.

A high percentage of all missing persons recorded in Scotland are in the 10 – 19 age range. In Fife this represents 66% of all missing persons and a significant proportion of these are Looked After Children (LAC). This includes those with complex social challenges who have been placed in Fife from other local authority areas and who are reported missing to the Police on multiple occasions.

In comparison with other local policing divisions, Fife has one of the highest numbers of childcare home establishments (36 local authority, voluntary and privately run).

This increased demand not only presents significant risk to the missing young person but also prevents officers focussing on other priorities within the community. Significant work has been ongoing to assess how we respond to harm faced by young people with a focus on contextual safeguarding; working with partners to ensure education, diversion, and preventative measures are in place.

This joint approach has resulted in a welcome 19.3% decrease in the number of missing person investigations conducted by officers in Fife (1220 recorded in the period Apr - Dec 2024, in comparison to 1512 in same period 2023, a reduction of -292). However, despite this reduction in comparison to other local policing divisions in Scotland, the demand on front-line policing in this area remains significant therefore work will continue to address this high risk, high demand area.

VIOLENCE

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Total No Group1: Crimes of Violence	3902	3638	-264	-6.8%
Murder	1	0	-	-
Attempted Murder	17	10	-7	-41.2%
Culpable Homicide (common law)	0	0	-	-
Culpable Homicide (other)	1	0	-	-
Serious Assault	117	101	-16	-13.7%
Serious Assault - Detection Rate	88.9%	83%	-	-5.9%
Robbery	92	58	-34	-36.9%
Robbery - Detection Rate	75%	94.8%	-	19.8%
Common Assault	2921	2704	-217	-7.4%
Common Assault - Detection Rate	75%	74%	-	-1.0%

Violent Crime



Operation Path

Fife Division’s activity to reduce violent behaviour will be coordinated under Operation Path. Analysis provides that falling victim to physical violence in Fife is reducing.

During the reporting period overall crimes of violence have reduced by -6.8% or -264 crimes. There has been a reduction in serious assaults, down 13.7%. The detection rate remains high at 83%. A total of 2,704 common assaults were recorded which is less than the previous year (-217 or -7.4%), the divisions detection rate remains stable and is high compared to other areas of Scotland at 74%.

Notably there has been a decrease in robberies during the reporting period, down from 92 to 58 (-34 or -36.9%).

Notable good work has been carried out across Fife, an example is in the Highlands & Islands and Linktown areas of Kirkcaldy. Intelligence led stop searches, high visibility and plain clothes patrols, ensure we are focussing on the right people, in the right places at the right time while reassuring our communities and tackling the most recidivist offenders. Both physical interaction and intervention tactics based around detection, deterrence, and disruption led to offensive weapons and illicit items being seized. Regular strategic deployment of dedicated foot patrols has and continues to

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	<p>see an overall reduction in crime. Community officers continue to maintain our strong links with communities and Tenants and Residents Associations (TRA) which helps develop our intelligence, allowing us to identify and target offenders.</p>
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DISORDER AND ANTI-SOCIAL BEHAVIOUR

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
No. of Recorded Crimes - Antisocial Offences	2238	2000	-238	-10.6%
No. of Recorded Crimes - Damage and Reckless Behaviour	2213	2171	-42	-1.9%
Fire Raising Detection Rate	33.8%	46.5%	-	12.7%
Complaints Regarding Disorder	12564	12095	-469	-3.7%

Anti-social Behaviour / Disorder



OPERATION PREVAIL

Operation Prevail underpins the division’s strategy to deal with anti-social behaviour and disorder. P Division continue to work with Safer Communities and the Youth Offender Management Group to tackle anti-social behaviour and disorder.

There has been a decrease of 238 reported crimes of anti-social offences compared to 2023. This is a reduction of 554 crimes from the 5-year average.

There has been a slight decrease of 33 reports of fire raising and there is an increase in detection rates of +12.7%.

An effective programme to divert and deter those engaging in anti-social behaviour and disorder is MMAximise Your Potential, a pilot run in the Inverkeithing area. The programme is a multi-agency partnership with Police, Active Schools, Social Work, and a local Mixed Martial Arts Gym. 14 pupils from Inverkeithing High School who were engaging in anti-social behaviour and disorder participated in bespoke gym sessions, highlighting the mental benefits of physical health and allowing the youths to exhibit their emotions in a controlled environment. Partnership sessions were delivered by Clued Up, Scottish Fire and Rescue Service, and Police, educated the youths on the dangers of engaging in anti-social behaviour and disorder and highlighted the negative impact on their local communities.

The pilot successfully engaged with these individuals who many of which have gone on to enrol in a funded programme with the gym which requires them to meet certain schooling criteria to

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	remain on the programme. Additional funding was secured to run the programme again in conjunction with Social Work.
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SERIOUS ORGANISED CRIME

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Number of detections for drugs supply, drugs production, drugs cultivation	95	97	2	2.1%

Drug Dealing / Drug Misuse



OPERATION PROSPECT

Within Fife, there are continued efforts to tackle the illicit possession and distribution of controlled drugs. Substance misuse is intrinsically linked to other forms of criminality such as violence and acquisitive crime.

Intelligence received from members of the community, either reported to Police directly or via Crimestoppers coupled with proactive work by officers from Fife Division has resulted in 594 crimes or offences being recorded relating to drugs supply and possession.

There has been a 6.3% increase in the number of reports for supply offences compared to the same period the previous year.

Over the reporting period there have been a significant number of controlled drug seizures throughout the division that equated to an estimated street value of approximately £1 million.

Through working with the community and intelligence gathering, a cannabis cultivation was located consisting of 151 cannabis plants which were seized. These had an estimated street value of approximately £151k.

A seizure of 1303g of cocaine (estimated street value £104k) was recovered after a search warrant was executed in Dunfermline.

A warrant was executed in Glenrothes whereby 1357g of Heroin and 18g of Cocaine was recovered (estimated street value £70k) as well as a quantity of cash.

A multi-agency response was undertaken by Police and Trading Standards in respect of a recovery of non-duty paid, illicit

	<p>cigarettes. 20,488 cigarettes were seized with an approximate retail value of £200k.</p> <p>Officers targeted an Organised Crime Group who were committing theft of alcohol throughout Scotland totalling approx. £50k. Thorough investigation identified four members of the group who were reported to the Crown Office and Procurator Fiscal Service for over 32 charges. The nominals had links to a local community in Glenrothes and intelligence suggests human trafficking concerns and immigration offences. A day of action was conducted in conjunction with specially trained human trafficking officers, the UK Border Agency, and DVLA to divert, deter, detect and disrupt their activities.</p>
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ACQUISITIVE CRIME

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Theft by Housebreaking – Dwelling House (incl. attempts)	256	167	-89	-34.8%
Theft by Housebreaking – Dwelling House (incl. attempts) - Detection Rate	23.8%	37.7%	-	13.9%
Theft by Shoplifting	2483	2438	-45	-1.8%
Theft by Shoplifting - Detection Rate	47.2%	60.3%	-	13.1%
Theft of Motor Vehicles	287	235	-52	-18.1%
Theft of Motor Vehicles - Detection Rate	58.2%	57.0%	-	-1.2%

Acquisitive Crime



OPERATION PRINCIPLE

Overall, there was a 11.3% decrease, 731 less reports, in crimes of dishonesty in P Division which is a significant decrease from the previous year which was at a 5-year high at 6447. The cost-of-living crisis continues, and Theft by Shoplifting remains at the same reporting level as the previous year. However, the detection rate has increased by 13.1%. The introduction of the Divisional Service Delivery Hub and pilot with retailers previously explained in this report has had a positive influence on this detection rate, allowing for easier reporting and securing of evidence leading to quicker detections.

Mindful of the societal drivers of acquisitive crime and the inequalities faced by some individuals in Fife, the division focussed resources on tackling to detect this crime type while ensuring those struggling to survive are signposted to support and intervention to prevent reoffending.

Theft of motor vehicles has significantly decreased by 18.1%. The implementation of Operation Enzone, which focusses on the keyless theft of high valued motor vehicles, had a significant positive impact on the number of stolen motor vehicles and the detection rate.


Cognisant of the significant detrimental emotional impact on victims of Theft by Housebreaking, officers have made a concerted effort on reducing this crime type while bringing identified offenders to justice. This included crime safety advice

	<p>to householders to mitigate them becoming victims combined with crime prevention surveys to target harden their properties. The concerted effort of dedicated officers and staff has resulted in a 34.8% reduction in Theft by Housebreaking and a 13.9% increase in detections.</p> <p>Analytical work has helped identify areas in Fife most impacted by acquisitive crime which allows targeted proactive covert and overt patrols and crime prevention advice to residents. It is recognised that persons from outwith Fife are involved in theft of motor vehicles and housebreakings. The East Acquisitive Crime Group ensures allows joined up working and intelligence sharing across the east of Scotland, identifying cross border criminals and developing proactive investigative strategies to disrupt and deter offenders. This has resulted in significant arrests and recoveries of stolen property including high value motor vehicles. Work continues to ensure we capitalise on successes so far and reduce re-offending further to protect the communities of Fife.</p>
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PROTECTING PEOPLE AT RISK OF HARM

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Number of Sexual Crimes	917	844	-73	-7.9%
Sexual Crimes - Detection Rate	68.7%	65.3%	-	-3.4%
Rape - Detection Rate	58.2%	56.8%	-	-1.4%
National Rape - Detection Rate	50.1%	53.6%	-	3.5%
Domestic Abuse Offending*	1947	2339	-	-

** Please note, due to the different sources of data being used, and the different methodology/counting rules, comparison of recorded domestic crimes from 1 April 2024 with recorded domestic crimes prior to 1 April 2024 would not be advised. Any comparison of the two datasets should be carried out with caution.*

<p style="text-align: center;">Protecting People at Risk of Harm</p>  <p style="text-align: center;">PUBLIC PROTECTION UNIT</p>	<p>The number of sexual crimes recorded in the division during the reporting period has decreased from 917 to 844, a decrease of 7.9%. It is important to note that sexual crimes include both crimes against a person as well as non-contact offences.</p> <p>The very nature of sexual crimes, the fact that they often take place in private and the need in Scottish law for corroboration can make these challenging to detect, particularly non-recent crimes where evidential opportunities may be limited. The division consistently perform well in detecting sexual crime and now have the highest detection rate nationally. The detection rate for rape in the division is also higher than the national average.</p> <p>It is testament to the division that despite these challenges, officers conduct thorough and robust investigations, exploring all available investigative avenues to bring offenders to justice and provide victims with a compassionate and professional response.</p> <p>Domestic Abuse offending has increased during the reporting period from 1947 crimes to 2339 crimes.</p> <p>*This increase may be explained, at least in part, by different counting rules and methodology for collecting domestic abuse data which means these figures should be treated with caution,</p>
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	<p>however we will have a baseline next reporting period which should give a more accurate comparison.</p> <p>Despite this recorded increase, it is a credit to the division that the people of Fife have confidence in reporting these offences and know they will be taken seriously, treated sensitively and respectfully and a professional investigation will be carried out, with appropriate engagement with partners to ensure any required safeguarding.</p>
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HATE CRIME

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Hate Crime offences - Detection Rate	56.3%	77.6%	-	21.3%

Count of Hate Crime by Aggravator Description				
	Apr 23- Dec 23	Apr 24- Dec 24	change	% Change
Total	352	363	+11	3%
Disability	55	50	-5	-10%
Sexual Orientation	97	99	+2	2%
Racial	194	199	+5	2.5%
Religious	9	7	-2	-28%
Transgender	9	4	-5	-125%

*Please note that hate crimes can have more than one aggravator applied where circumstances include more than one form of hatred i.e. racial and religious hatred during same crime. In this circumstance the crime would be counted in above table under both Racial and Religious.

<p>Hate Crime</p>	<p>Third party reporting continues to be a prevalent method used by those reporting Hate crime. To break down barriers in victims reporting hate crime, Police have delivered numerous inputs to educational establishments and workplaces, highlighting the various reporting methods available and third-party support available for victims from initial disclosure and through the criminal justice process.</p> <p>Fife’s Hate Crime Core Group continues to work to facilitate the sharing of information between key partners, breaking down barriers between hard-to-reach members of the community and the Police, and ensuring sufficient support is in place.</p>
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ROAD SAFETY AND ROAD CRIME

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Dangerous Driving	120	154	34	28.3%
Speeding	641	576	-65	-10.1%
Driving Carelessly	268	316	48	17.9%
Unlawful Use of Motor Vehicle	1337	1894	557	41.7%
Seat Belts	192	167	-25	-13.0%
Mobile Phone	176	280	104	59.1%
Driving Under the Influence	347	360	13	3.7%

	Apr 23 - Dec 23	Apr 24 - Dec 24	Change	% Change
Fatal	7	6	-1	-14.3%
Serious	72	63	-9	-12.5%
Slight	117	104	-13	-11.1%
Total	196	173	-23	-11.7%

Road Safety and Road Crime



OPERATION PARAMOUNT

The number of offences on our roads in Fife has increased by 1108 (+25.7%) compared to the same period the previous year. There has been a 59% increase in the detections for the use of mobile phones whilst driving. These figures allude to the continued commitment of our Road Policing department who proactive work to influence driver behaviour and enhance road safety.

Fatalities and those seriously injured in road traffic collisions have decreased across Fife however it recognised that every fatality on our roads is a tragedy, and further work is required to reduce the number of fatalities on our roads.

Our road policing and local officers regularly conduct high visibility patrols on priority routes at peak times, influencing driver behaviour and providing public reassurance.

Intelligence led targeting of offenders who drink or drug drive is a priority for Fife and officers continue to work with partners to identify and pursue offenders. Officers conducted over 1000 breath tests during the Festive Drink/Drug Drive Campaign, an annual national campaign emphasising the risks of driving after consuming drugs or alcohol and the targeting of offenders.

In close partnership with Fife Safer Communities, Scottish Fire and Rescue Service, Scottish Ambulance Service, families of victims, and drivers responsible for fatal road traffic collisions, a short film was produced which was shown to the vulnerable road user groups (young drivers aged 17 to 25). The film was produced with the assistance of a private filming company. It involved filming the scene of a fatal road traffic collision, showing the actions of the driver prior to and during the incident. It showed the emergency response in securing the scene, providing medical assistance, and removing injured parties from the vehicle. It also included the arrest of the driver for drug driving including the interview and subsequent judicial processes. There were several inputs from all partner agencies explaining what involvement they have in a fatal road traffic collision. There were inputs from families of those who had tragically died in road traffic collisions and included an input from a driver responsible for a fatal road traffic collision, highlighting the significant detrimental impact on families and the effects on the perpetrator. The films were shown to several High School's in Fife, to young drivers and soon to be drivers. Feedback was overwhelmingly positive, reinforcing that the film sends a strong and impactful message about road safety to influence future driver behaviour and enhance road safety in Fife.

13 March 2025

Agenda Item No. 6

Fife Community Safety Partnership Update

Report by: John Mills, Head of Housing Services

Wards Affected: All wards

Purpose

The report offers an annual update on the progress made by the Fife Community Safety Partnership (FCSP) in implementing the current Community Safety Partnership Delivery Plan for 2023-26.

Recommendation(s)

It is recommended that the Committee:

- Consider and comment on progress to date.

Resource Implications

The delivery of the Community Safety function in Fife depends on the ongoing commitment and resources of all partner agencies, both statutory and voluntary, with particular emphasis on Fife Council, Police Scotland, Scottish Fire and Rescue Service, and NHS Fife.

Legal & Risk Implications

This report does not present any additional legal or risk implications.

Impact Assessment

An EqIA has not been completed, nor is it required at this time, as no new policies or policy changes are being proposed.

Consultation

Ongoing and regular consultation takes place with community safety partner agencies, particularly at point of annually refreshing the delivery plan.

1.0 Background

- 1.1 The Fife Community Safety Partnership (FCSP) was re-established in 2019 to take forward joint approaches to community safety in Fife. It aims to work in partnership to ensure that people who live in, work in, or visit Fife can live in confidence and without fear for their own, or other people's, safety.
- 1.2 The main role of the FCSP is to implement and oversee the community safety vision in Fife:
- *A safe community is strong, cohesive, vibrant, participatory, liveable, and one where people can go about their daily activities in an environment without fear, risk, harm or injury.*
- 1.3 In addition to the above, the FCSP delivers the community safety element of the 'Thriving Places' theme within the Plan for Fife and oversees work to fulfil the current ambition:
- *'All our communities benefit from low levels of crime and antisocial behaviour'.*
- 1.4 Following local council elections in 2022, current membership of the FCSP comprises four elected members and the following core agencies:
- Police Scotland
 - Scottish Fire and Rescue Service
 - Fife Council (including Safer Communities, Housing, Justice Social Work, Education, Social Work, Protective Services)
 - NHS Public Health
 - Fife Alcohol and Drugs Partnership
 - Fife Violence Against Women Partnership
 - Fife Centre for Equalities.
- 1.5 In addition to the above, smaller working groups carrying out themed work streams may include other agencies on an ad hoc basis dependent on the topic.
- 1.6 At the meeting held on 12th December 2023, Councillor Margaret Kennedy was appointed FCSP Chair and Councillor Darren Watt as Depute Chair.
- 1.7 The FCSP priorities for the year 2023-26 are as follows, with more information relating to the underlying themes in appendix 1:
- Priority 1 – Reducing Unintentional Harm
 - Priority 2 – Reducing Crime
 - Priority 3 – Reducing Antisocial Behaviour
 - Priority 4 – Community Justice.

2.0 Current Landscape – Challenges and Opportunities

- 2.1 The annual report on the FCSP Delivery Plan (Appendix 2) highlights the efforts of community safety partners in addressing issues that required a partnership response in Fife throughout 2024.
- 2.2 The evolving public sector landscape and limited resources continue to present challenges for the partnership. However, our focus on prevention should help address more issues upstream, ensuring that our efforts are targeted for maximum impact through collaboration.
- 2.3 Partners have committed to regularly refreshing the Delivery Plan within a three-year timeframe (currently 2023-26) to incorporate emerging trends, national priorities, and the community safety needs of local areas. As such, the Delivery Plan is considered a 'live' document.
- 2.4 Additionally, partners are committed to strengthening the connection between the Community Safety Partnership (CSP) and local 'People and Place' meetings. Typically, this connection is made when CSP members attend local meetings in dual roles, representing both their own organisation and considering the broader community safety needs. This remains both an opportunity and a challenge, as individuals are reminded to keep community safety at the forefront of their thinking.
- 2.5 Partners, both individually and collectively, are dedicated to continuing to actively identify the community safety priorities of Fife's residents. In addition to participating in traditional engagement forums (such as Community Councils and Tenants and Residents Forums), partners also engage through social media, local events, and day-to-day interactions. While it is crucial to respond to what is heard, balancing community expectations with available resources and operational capacity remains an ongoing challenge.

3.0 Highlights

- 3.1 Appendix 2 provides a more detailed overview of the Community Safety Partnership's activities during 2024, with the following highlights representing key achievements for each priority.
- 3.2 **Priority One – Reducing Unintentional Harm** (Spotlight on Drivewise 65+)
 - The Drivewise 65+ initiative aims to reduce road casualties and positively influence the attitudes and behaviours of drivers and passengers in Fife, with a focus on mature drivers. By combining both practical and theoretical training, Drivewise 65+ helps older adults stay informed about changes in driving regulations and safety improvements, boosting their confidence and ensuring they are equipped to drive safely.
 - This initiative is a collaborative effort involving core community safety partners—Police Scotland, Scottish Fire and Rescue Service, and Fife

Council's Safer Communities Team—and is supported by various other agencies and organisations.

- Drivewise 65+ events are held at various locations across Fife and last just under two hours. Participants have the chance to drive their own vehicles with an experienced Road Policing officer as a passenger, allowing for personalised advice and tips based on their driving. The goal is to help participants feel more confident about driving safely and for longer periods on Fife's roads.
- The sessions are structured in several parts:
 - Registration
 - Checks
 - Pre-evaluation
 - Observation drive with a Road Policing officer
 - Discussion time
 - An opportunity to observe a police officer driving a shorter route.
- Feedback from participants has been overwhelmingly positive, with many recommending the program to others through word of mouth and social media.
- <https://www.youtube.com/watch?v=kj2xXfHvnU4>
- <https://www.dunfermlinepress.com/news/24122751.police-provide-support-older-drivers-dunfermline-session/>



3.3 Priority Two – Reducing Crime (Spotlight on Keyless Car Thefts)

- Operation Enzone is a Police Scotland initiative aimed at tackling the theft of high-value, high-performance vehicles, particularly those that use keyless entry systems. Criminals have developed technology that can relay signals from the vehicle's key, allowing them to gain entry and steal the vehicle within a very short time frame.

- In 2023 and 2024, Fife Division of Police Scotland noted an increase in this type of theft. Detectives from the Criminal Investigation Department investigated these incidents, conducting extensive local inquiries that identified individuals involved in stealing vehicles. These criminals either sold the stolen vehicles or dismantled them for parts, which were then sold. The stolen vehicles were often driven recklessly, and at excessive speeds, putting both the perpetrators and other road users at significant risk.
- After a thorough investigation, the perpetrators were apprehended and subsequently sentenced in court. It is estimated that the total value of the stolen vehicles exceeded £1 million.
- As a result of the sentencing, there was a notable decline in this type of theft. Community safety partners continue to provide prevention advice and raise awareness about this, and all forms of acquisitive crime.
- <https://www.thecourier.co.uk/fp/news/courts/4895481/fife-vehicles-thief-derrin-gunn/>
- <https://www.dunfermlinepress.com/news/24386666.two-men-charged-20-car-thefts-west-fife/>

3.4 **Priority Three - Reducing Antisocial Behaviour** (Spotlight on Youth Diversion)

- In response to antisocial behaviour in various areas across Fife, a range of early intervention and diversionary opportunities were provided to encourage young people, particularly those disengaged from school, to consider alternatives to antisocial or offending behaviour.
- The Fire Skills programme is designed to develop essential skills in a practical setting, offering young people a hands-on learning experience. It also engages them in discussions about the impact of their behaviour on the community.
- Fire Skills participants are required to take part in several sessions, primarily based on firefighter drills, such as:
 - Problem solving
 - Basic first aid and CPR
 - Team working
 - Leadership
 - Confidence
 - Communication
 - Citizenship skills
 - An understanding of the contribution that we can all make within our communities
- On the final day of the programme, participants have the opportunity to showcase everything they have learned to their families.
- Additionally, ongoing opportunities are available for young people to join the SFRS Youth Volunteer Service, a national initiative aimed at creating opportunities for individuals aged 12-18. This initiative is designed to promote responsible behaviour and provide valuable experiences for young people within our communities.



3.5 Priority Four – Community Justice (Spotlight on Early Prison Release)

- This area of focus for community justice partners aims to ensure progress towards both local and national priorities related to the SHORE standards (Sustainable Housing on Release for Everyone). Efforts have been made to ensure appropriate support is available for individuals leaving prison in order to prevent re-offending.
- In May 2024, the Scottish Government approved the use of section 11 of the Bail and Release from Custody (Scotland) Act 2023, which resulted in the early release of approximately 39 prisoners back to Fife.
- Releases were planned in weekly tranches, starting on the week of 24 June 2024, with releases occurring twice weekly. The names of those to be released were provided to local authorities on the Thursday of the previous week, allowing a very short timeframe for partners to conduct local checks to determine the support needed for each individual. In addition to gathering local information, Justice Social Work was also tasked with collating details for the Scottish Prison Service (SPS), for consideration by Governors as part of the veto process.
- Local partners, including Housing and Safer Communities Service, Justice Social Work, Fife ADP, and New Routes (SACRO), met weekly to discuss the final list of individuals scheduled for release.
- Despite the challenges posed by tight timelines and constantly changing information, the local partnership response in Fife was exemplary. This response has laid the groundwork for the planned release of eligible prisoners under The Prisoners (Early Release) (Scotland) Act 2025, set to take effect on 11 February 2025.

4.0 Next Steps

The following are some examples of activity planned for the remainder of the term of the Delivery Plan:

4.1 Priority 1 -Reducing Unintentional Harm: **Water Safety:**

- The coastal markers project will continue and expand along the coast of Fife between St Andrews and Kingsbarns and Shell Bay and Leven thanks to funding be sourced. This expansion will add 44 new information posts providing walkers with location information should this be needed in the event of an emergency.
- New information and safety signage will be installed his summer at Elie Chain Walk improving safety for members of the public visiting the coastal path attraction.
- Angling safety video which was created beside Balgonie Castle will become a national Water Safety Scotland resource for Anglers.

4.2 Priority 2 – Reducing Crime: **Violence Against Women and Girls**

- After a brief hiatus, Violence Against Women and Girls is due to be reinstated as a theme under the Reducing Crime priority. This will help ensure the comprehensive nature of work in this area is acknowledged and documented, while also strengthening relevant connections with other areas of CSP activity.

4.3 Priority 3 – Reducing Antisocial Behaviour: **Public Space ASB**

- Upgrade of Public Space CCTV system.
Public space CCTV is supported through Fife Community Safety Partnership. It helps meet the ambition of Thriving Places in the Plan for Fife as all our communities benefit from low levels of crime and anti-social behaviour. In recent years, the use of CCTV has extended beyond crime prevention and detection. It is often used in missing persons enquiries, mental health emergencies, environmental offending and traffic incidents. Research shows that the public feel safer particularly at night on walking routes or in parking areas that are covered by CCTV. It has been agreed to upgrade the existing Public Space CCTV to improve functionality. An external contractor has been appointed to replace the Video Management Solution (VMS) and provide ongoing maintenance to cover the complete solution including the existing cameras over a 5-year period.

4.4 Priority 4 – **Community Justice**

- Local Community Justice partners will work together to support The Prisoners (Early Release) (Scotland) Act 2025 passed by the Scottish Government in November 2024. The legislation aims to adjust the release point for individuals serving prison sentences of less than four years, reducing it from 50% to 40% of their sentence.

4.5 **Partnership**

- Towards the end of 2025, the partnership will conduct an exercise to refresh the content of the Delivery Plan, to ensure it remains accurate and relevant while incorporating information and activity related to new or evolving local and national priorities.
- The partnership will also work to overcome the challenges associated with measuring prevention, including agreeing a shared definition.

5.0 Conclusions

- 5.1 The Committee is asked to review the progress made so far in advancing efforts to deliver community safety in Fife and to offer comments and feedback.

List of Appendices

1. FCSP priorities and underlying themes 2023-26
2. FCSP Delivery Plan (2023-26) Update February 2025

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Priorities and Underlying Themes 2023-26

PRIORITY 1 – REDUCING UNINTENTIONAL HARM

(Led by Scottish Fire and Rescue Service)

Themes:

- Home Fire Safety
- Home Safety (under 5's and vulnerable adults)
- Water Safety (outdoor bodies of water)
- Road Safety

PRIORITY 2 – REDUCING CRIME

(Led by Police Scotland)

Themes:

- Acquisitive Crime
- Serious and Organised Crime
- Hate Crime
- Cyber Crime

PRIORITY 3 – REDUCING ANTISOCIAL BEHAVIOUR

(Led by Fife Council)

Themes:

- Public space ASB
- Private space ASB

PRIORITY 4 – COMMUNITY JUSTICE

(Led by Fife Council)

Themes:

- Supporting effective delivery of the Community Justice model
- Promoting effective partnership engagement to reduce re-offending.

CROSS CUTTING THEMES

Prevention - Early Intervention – Trauma - Social Isolation - Poverty - Lived Experience - Homelessness - Health Inequalities - Substance Abuse- Mental Health

Fife Community Safety Partnership

Delivery Plan 2023-26

Update March 2025

Thinking with Community Safety in Mind

How the Fife Community Safety Partnership (FCSP) Supports the Plan for Fife.

The Plan for Fife promotes creativity, courage, and a commitment to change, with a focus on growth and improvement. These principles are embodied in one of the core elements of the FCSP: the ongoing effort to create new and innovative projects which seek to raise awareness about, and subsequently improve, community safety.

Community safety partners in Fife collaborate to build relationships and networks for local residents, where small actions can help strengthen resilience and empower vulnerable or disadvantaged people. This, in turn, boosts confidence and contributes to improving lives.

The FCSP is responsible for delivering the community safety element of the "Thriving Places" theme in the Plan for Fife, leading efforts to achieve the goal: "All our communities benefit from low levels of crime and antisocial behaviour." While much of the work across four key priorities focuses on reducing crime, antisocial behaviour, unintentional harm, and violence, the various initiatives developed by community safety partners also align with and contribute to other objectives and themes within the Plan for Fife, thus supporting broader outcomes. For example:

Opportunities for All

- Projects designed to engage young people help improve educational outcomes, ensure equality of opportunity, support positive transitions after school, increase youth participation, and promote overall development and wellbeing.
- Targeted initiatives, particularly those within the Unintentional Harm Priority, improve outcomes for individuals at risk of physical and mental health challenges (e.g., Drivewise 65+ and falls prevention programs).

Thriving Places

- FCSP-coordinated activities foster relationship-building, encourage outdoor activities, reduce social isolation, and provide networking opportunities.
- Initiatives targeting antisocial behaviour in private spaces may also contribute to reducing levels of homelessness.

Inclusive Jobs and Growth

- Projects developed by community safety partners across all four priorities also help reduce health-related barriers to employment.

Community-led

- FCSP initiatives demonstrate better integration of public services, encouraging local involvement and connecting people with available services. Our prevention-focused approach helps reduce demand for crisis services.

Priority 1 – Reducing Unintentional Harm



Theme 1: Home Safety (incorporating home fire safety, home safety & security)

- **Home Safety Working Group** meets quarterly to discuss all things home safety, noting a focus on injury prevention and with representation from the following agencies:
 - Fife Council (Housing and Safer Communities Service, Trading Standards, Social Work, Justice Social Work), Health & Social Care Partnership, Police Scotland, Kingdom Housing Association, Scottish Fire & Rescue Service, Fife Centre for Equalities, Victim Support Scotland.
- **Topics for discussion** during 2024 included clutter in communal stairwells, accidental fires due to battery charging at home, as well as the perceived data gap relating to home injuries. Meetings in 2025 are likely to be themed meetings, which will focus on specific topics, such as product safety, home accidents, etc).
- Community Safety engagement events took place to raise awareness of the dangers of **button batteries**.
- A **Test of Change** took place in the Dunfermline area during 2024, which involved a partnership initiative between Health & Social Care (MEC team), Fife Cares and Fife Sports & Leisure Trust. MEC team who visited people who had fallen at home provided referral details for Fife Cares service, at which point advice and information was provided to assist in the prevention of further incidents. In addition, a referral by Fife Cares to Fife Sport and Leisure Trust to enable the individual to be assessed and matched to an appropriate form of exercise to improve strength and balance, designed to provide resilience against further falls.
- Promotion of referral processes to enable services to reach those requiring support – in particular a new **Home Fire Safety App** was launched on 12 February 2025, which should allow SFRS to target those most at risk of accidental dwelling fires and will streamline the referral pathways to strengthen compliance with GDPR. Partners are asked to sign up to the referral pathways to enable organisations to pass on details of people who require home visits, and this process can be assisted by the Community Action Team, if required.

Theme 2: Road Safety

The Road Casualty Reduction Group meets quarterly, and is chaired by Police Scotland, with SFRS as depute chair. The priorities of the group are as follows:

- Tackling drivers who are impaired.

- Tackling high risk behaviour.
 - Educate young people, inexperienced road users and risk takers.
 - Support high risk groups, older people, motorcyclists, pedestrians, children & cyclists.
 - Support primary and secondary schools.
 - Speed enforcement at targeted locations.
- New partnership activity developed and/or delivered during 2024 included:
 - Car seat training for Fife Women's Aid
 - Fife's Junior Road Safety Officers continued their efforts to address vehicle concerns around schools with the following:
 - **Don't Park Here** campaign to raise awareness around safe parking near schools. The campaign encourages parents to ease congestion around school gates; not to park on pavements, driveways, double yellow lines, zig zag lines, bus stops or Keep Clear areas during drop off and pick up times.
 - The following campaigns were developed:
 - **Slow Down for Schools** - radio campaign to encourage drivers to think about their speed when they are driving near to schools when the pupils are starting and finishing. The messages were recorded by Safer Communities staff and Police Scotland and the campaign ran when the schools started back in August. The following video was created to promote these messages - - <https://youtu.be/OXULfslmkxs>
 - **Drink/Drug Driving** - radio campaign aired during the summer months and to coincide with the national police drink/drug driving campaign. Messages were written and recorded by Safer Communities staff and Road Policing Officers. The following video was created to promote these messages - <https://youtu.be/Wm539rRIKq4>
 - **Winter Driving** - This radio campaign was produced and run in December to coincide with the national police Scotland winter driving campaign. Again, messages were written and recorded by Safer Communities staff and road policing officers. The following video was created to promote these messages – <https://youtu.be/uIPoGDTT1mQ>
 - **Safe Drive Stay Alive** (SDSA) – an updated version of Safe Drive Stay Alive, including the method of presentation and updated film was launched in 2024. The new film was premiered at the Adam Smith Theatre, Kirkcaldy, in October and included representation from the various agencies involved in the making of the new film, plus the young people who starred in the film along with their families. Elected members were invited to attend special viewings of the film in mid-January 2025.
 - **Drivewise 65+** (see 3.2 above)
 - **Pedestrian Safety** Social Media Toolkit – in October 2024 a Pedestrian Safety Campaign was launched primarily via social media and using a toolkit developed to allow partners to share messages with eye-catching imagery designed to deliver safety messaging. The campaign was designed to coincide with the clock change and darker evenings. Whilst it has not been possible to quantify the total number of interactions, due to multiple agencies posting, Safer Communities Team Facebook posts alone attracted over 40, 000 interactions.

Theme 3: Water Safety

The Fife Water Safety Group (FWSG) meets quarterly with attendance from water safety partners from across Fife.

A PAWS (Partnership Approach to Water Safety document) has been produced for Fife. The PAWS document is a multi-agency approach to improving water safety in Fife by combining the knowledge and experience of partners who best understand, and can manage, risks in and around water.

- The main FWSG areas of work during 2024 were as follows:
 - **Water Safety Education** - school inputs were offered to Fife secondary schools, with RNLI visiting primary schools.
 - **Waterside Responders Scheme** - the Fife Water Safety group was awarded £2000 from Fife Charities Trust to buy throwlines for the Waterside Responders Scheme. It is hoped this will be rolled out across Fife over this year.
 - **Wild Swim Safe Course** – the group identified a gap for an emergency first aid and water safety course for Wild / Open Water Swimmers. Partners are currently working with RNLI to create a suitable course to offer to these groups. A number of wild swimming groups received a water safety input from RNLI during 2024.
 - A **Jet Ski Group** has been set up to take forward issues in relation to wild swimming and jet ski use (specifically around Leven and Burntisland in the first instance)
 - Water Safety Concerns in Fife - any concerns around water safety in Fife can be sent to the Fife Water Safety group where experts in water safety can collectively discuss the concerns and identify how to improve the situation.
 - Joint approach between Water Safety group and Fife's **Suicide Prevention Network** to raise awareness and consider opportunities for early intervention.
 - Water Safety **patrols** completed in hot spot areas during peak times throughout 2024 creating opportunity to engage with members of the public and provide water safety advice.
 - Inland **joint agency exercise** & water safety promotion day at Lochore Meadows held on 1st August 2024.
-

Priority 2 – Reducing Crime



Theme 1 – Acquisitive Crime

- Police Scotland Criminal Justice Services Division is currently reviewing **diversion pathways** to ensure offenders are sign-posted to appropriate agencies.
- Fife Division launched a **proof of concept** trialling an online Application as part of Service re-design, which allows specific retailers to upload evidence including images and statements, reducing demand on front line officers.
- Engagement on-going with Justice Social Work partners around current legislation on **diversion from prosecution**
- Scam Van - joint initiative with Trading Standards providing **scam awareness**.
- **Keyless vehicles** – prevention advice posted on social media and via Neighbourhood Watch around thefts of keyless vehicles. A number of individuals were identified, arrested and charged with various offences in this regard during 2024.
- **Home security** information leaflets delivered in various areas across Fife where housebreaking and dishonesty were prevalent.
- **Secure by Design** (SBD) initiative attempting to reduce crime by design at the planning stages of housing and commercial developments.
- **Safety stalls** providing information and guidance to prevent doorstep crime held at Dunfermline Bus Station in December in conjunction with Police Scotland and Trading Standards.

Theme 2 – Serious and Organised Crime

- Multi-agency work carried out regarding young people in residential care settings to prevent and disrupt **County Line** activity. Young people are often placed some distance from their hometowns to break connections with organised crime groups and prevent exploitation, with Fife hosting young people from across the UK. This has involved working closely with County Lines/Youth Risk Officers, Placement Teams and Social Work.
- A multi-agency response undertaken by Police Scotland and Trading standards to recover non-duty paid and **illicit cigarettes** with over 20,000 cigarettes seized with an approximate retail value of £200k.
- Funding secured for Select DNA **forensic tagging spray** to tackle use of off-road bikes, which are not only deemed to be of specific nuisance in many areas throughout Fife (and discussed by the Public Space Antisocial Behaviour working group), but

are also a great deal of local evidence to show that these vehicles are being used by organised crime groups in a variety of criminal activity.

- **Cuckooing** - in partnership with a variety of agencies who visit people at home (NHS, Fife Council Housing Service, Social Work Service, Education, Safer Communities) seek to raise awareness of cuckooing and provide guidance.
- Operation Hawkeye – strengthen cross-border working through **Scottish Partnership Against Rural Crime** (SPARC) to reduce opportunities for those individuals who are intent on causing the greatest threat, risk or harm to rural communities on both sides of the border.
- Community Policing – development of comprehensive intelligence packages which seek to prevent the **exploitation** of young people.

Theme 3 – Hate Crime

- The **multi-agency Hate Crime Core Group** met quarterly during 2024. It is designed to address emerging trends, allowing tactical level decisions to be made by the group in relation to intervention, prevention and assess the wider impact on our communities. Membership of the core group includes lead practitioners from key partners who can influence operational activity and procedures within their organisation.
- Training and awareness raising is a key aspect of tackling and preventing hate crime and specifically includes **Third Party Reporting**. As an example, refresher Third Party Reporting training was delivered to new staff members at St Andrews University, allowing better support for our students and wider community in St Andrews. A presentation was also provided during transition week to new students, which included information on bystander responsibility and the importance of taking action to stay safe.
- Hate crimes and incidents are monitored and recorded with analysis hate crime **data** supplied by divisional analysts per quarter. The purpose of this is to identify both vulnerable/repeat victims and repeat offenders so they can, if appropriate, offer additional support.
- One such partner is **The Hive** in Kirkcaldy, a newly opened LGBTI centre for the Fife community. Community safety partners liaised with the centre during 2024, and support was provided, including by the local Police Scotland Community Team in Kirkcaldy, who have established a police surgery on a bi monthly basis to offer advice and guidance to help build relationships with our LGBTI Community.
- External and **third party organisations** were supported throughout 2024, in particular with relation to prevention, reporting and community engagement. This was driven with key partners such as Fife Centre for Equalities, Fife Afro Caribbean Network and Fife Deaf communication service.
- Mentors in **Violence Prevention** inputs to schools across Fife.

Theme 4 – Cyber Crime

- Cyber Crime continues to grow and evolve and even the most informed individuals can find themselves subject to **fraud**. Cyber Crime information has formed part of both personal safety and commercial visits.
 - For home safety visits, victims are given advice regarding passwords, scams and social media where relevant. During commercial visits businesses are signposted to SBRC and cyber essentials. They are also provided advice regarding passwords, scams and social media (staffs and business).
 - **Internet safety** talks are provided to P6's in schools across Fife and information stalls have been held at some school parents' nights. These provided information relating to the safeguarding of young people while they are online, game age rating, talking to strangers, privacy settings and image sharing.
 - In partnership with Police Scotland and Trading Standards, the **TruCall Blockers** initiative was developed to ensure more equipment is fitted in the homes of victims who are experiencing high volumes of telephone scams.
 - 30,000 stickers with a **QR code** linking them to the Police Scotland Cyber Crime Prevention Advice were obtained and packs made up and distributed to stores who sell devices (mobile phones, tablets etc).
 - Police Scotland **Youth Volunteers** delivered crime prevention packs which also contained Trading Standards Scam awareness leaflets.
 - Police Scotland officers participated in a Cyber and Fraud Centre Scotland **ransomware exercise**, with a view to promoting this to local organisations.
 - Fraud / Scam / Personal Safety / Home security **presentations** have also been delivered to a variety of groups such as lone workers, vulnerable persons and care workers.
 - National Online Safety, CEOP (**Child Exploitation** and Online Protection) link and Vodaphone Digital Parenting Guide was provided to primary schools via emails at the beginning of each school term which is requested that it is shared with teachers, parents and carers.
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Priority 3 – Reducing Antisocial Behaviour



Theme 1 – Public (Open) Space Antisocial Behaviour

- An overarching Public Space ASB group met for the first time in 2024. Membership includes a number of interested and involved agencies who meet quarterly to consider priorities in public open spaces, the focus being on raising awareness of emerging trends at a national and local level and ensuring that best practice is shared throughout Fife.
- The group feeds into *People and Place* and *Together* groups already in existence, to ensure that issues and **local solutions** are identified within Fife communities.
- **Together partnership** meetings are well established and are operational in Levenmouth, Kirkcaldy, Glenrothes and Cowdenbeath. South and West Fife has an ASB/Vandalism group.
- All areas have people and place meetings where tailored responses can be created to specific area needs. These continue to provide opportunities for **joint working** between agencies and encourage officers to think and act creatively to solve local problems.
- Area hub meetings established and operational in all areas. A planned **review** of these hubs will take place to ensure that all areas are operating in a consistent manner with all relevant partners around the table.
- Where necessary, **short life working groups** involving relevant partners can also be specifically established to tackle identified problems.
- A Fife wide working group was established to tackle issues with fire raising in **derelict buildings**. Early work has included building a risk register from local intelligence which partners will help support in terms of monitoring and identifying risks, which can be flagged to Public Safety team.
- Work carried out in the Levenmouth area to develop messaging by Police, Fire and Youth Justice in an Educational setting, following a spate of **high-profile fires**, with consideration being given to a Fife wide roll out.
- Regular engagements continue to take place with **inputs to young people** such as No Knives, Better Lives, ongoing delivery of the F24 program, Fire skills course, Golf diversion initiative, in addition to the delivery of specifically tailored messages to young people around bullying and transitioning into High School.
- The Firework and Pyrotechnic Articles (Scotland) Act 2022 provides local authorities with new discretionary powers to designate specific areas as Firework Control Zones. This adds another tool for local authorities and their partners to use when there are significant concerns in an area, alongside other preventive and enforcement measures. The Fife Community Safety Partnership

was tasked with creating a process for handling community requests. A report was presented to the Cabinet in December 2024, and it was agreed that a portal would be developed to manage these requests. The portal will go live in April of this year, and all submissions will be initially handled by the Safer Communities Team.

Theme 2 – Private Space Antisocial Behaviour

- An overarching Private Space ASB group is also now in operation. Membership includes not only Fife Council services involved in antisocial behaviour in residential properties, but also other local registered social landlords, Police Scotland, Fife Community Safety Support Service, Fife Violence Against Women and Girls Partnership.
 - The priorities of the group are as follows:
 - identify where there are gaps or duplication of service,
 - share best practice,
 - identify further opportunities for partnership working to develop and introduce creative solutions to resolve issues across all tenures.
 - Reference continues to be made to the Scottish Government’s publication “Reviewing Scotland’s Approach to Antisocial Behaviour” in November 2023, and this will continue to be utilised to afford opportunities to enhance and develop Fife’s approach. The private Space working group should provide a way to help ensure that Fife is as best placed as it can be to support residents who are either affected by or cause private space ASB. In line with national guidance, it was agreed that the policy should remain fluid and be reviewed/updated regularly to ensure it best fits the needs of Fife’s residents.
 - Community engagement took place through a variety of mediums, such as the “Down Your Street” publication for Fife Council tenants; posts on social media platforms, such as Facebook; and regular attendance at Tenants and residents Groups, Community Councils, as well as area based walkabouts and a variety of local events, such as family fun days, etc.
 - The following opportunities have proved useful in identifying and discussing ideas for community-based solutions:
 - Community engagement events (e.g. gala days, etc). These may not be solely related to ASB or community safety, but the subject can and is raised in general conversation wherever the public are in attendance.
 - Roadshows/presentations – for example, those specifically designed to further the community safety message can involve discussions about private space ASB.
 - Consultations in respect of policy reviews (e.g. Fife Council Housing Service, etc).
 - Joint working initiatives within communities – these enable officers from different agencies and services to discuss local solutions with residents.
 - Activity carried out specifically by the Tenant Participation Team and FCSSS encourage generation of ideas specific to the community involved.
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Priority 4 – Community Justice



- While the Fife Community Justice Working Group has been established for some time, there has been a renewed invigoration of the group over the past year, supported very much by the appointment of Cllr Margaret Kennedy as Chair.
- Discussions have focused on the changes to our national drivers, namely the revised National Community Justice Strategy and subsequently the new Community Justice Performance Framework and the expectations this brings to us locally.
- The revised national landscape coincides with the revision of Fife’s own Outcome Improvement Plan. Emerging issues for consideration focus on housing, employment, and support from custody.
- Membership of the Fife Community Justice Working Group includes representation from the following agencies:
 - Fife Justice Social Work
 - Police Scotland
 - Fife Fire and Rescue Service
 - Fife Housing and Safer Communities Service
 - Scottish Prison Service
 - Skills Development Scotland
 - Fife Alcohol and Drug Partnership
 - Fife Violence against Women Partnership
 - Fife Council Education Service
 - Opportunities Fife Partnership
 - Families Outside
 - Victim Support Fife
 - Fife Centre for Equalities
 - SACRO
- Representatives from Public Health Scotland have expressed an interest in joining the group, but as yet have been unable to attend a meeting. A gap in membership from NHS Fife has been recognised and contact has been made to engage representation from the NHS Justice Lead.
- During 2024 specifically, the focus of local Community Justice Partners was around familiarising themselves with the national landscape and the subsequent expectations on local partners.
- Although it is now over two years since The [National Strategy for Community Justice](#) was revised (June 2022), but it is only more recently that accompanying documents such as the Community Justice Delivery Plan, Performance Framework and Improvement Tool were produced.

- The Community Justice Performance Framework sets out nine national community justice outcomes which are aligned to the priority areas in the strategy. The expectation is that local community justice partnerships target their local activity to contribute to these outcomes:
 - More people successfully complete diversion from prosecution.
 - More people in police custody receive support to address their needs.
 - More people are assessed for and successfully complete bail supervision.
 - More people access services to support desistance and successfully complete community sentences.
 - More people have access to, and continuity of health and social care following release from a prison sentence.
 - More people have access to suitable accommodation following release from a prison sentence.
 - More people with convictions access support to enhance their readiness for employment.
 - More people access voluntary throughcare following a short term prison sentence.
 - More people across the workforce and in the community understand, and have confidence in, community justice.
- The Community Justice Performance Framework includes ten national indicators which will be used to measure performance in achieving national outcomes – where possible this information will be sourced by the Scottish Government and disaggregated to us locally. Evidence collected at a local level will supplement the national indicator data and will provide local context – the theory being that national indicator coupled with local evidence will be used to identify areas for improvement.
- Fife Community Justice Working Group meets quarterly and in-person where possible. Meetings are well-attended and productive, providing general updates and for a time focussed heavily on a ‘Mapping Exercise’, the purpose of this being to map existing activity and identifying possible gaps and/or improvements.
- While in the main members remain confident that areas of improvement remain those around housing, support from custody, and employment, there is an agreement that there are gaps in our evidence base, in the first instance with regard ‘knowing our local community justice population’. Group members agreed this was a key issue and support was given from Fife Council Research colleagues. A report was created in mid-2024, which enabled decisions to be made regarding priorities for the CJOIP.
- In addition to that led by the Community Justice Working Group, there is ongoing activity under other work streams which supports delivery towards the community justice outcomes. These include:
 - **Prison Release Task and Finish Group** - the People Leaving Prison Task Group (which was commissioned by the Ending Homeless Together Board) has developed a set of potential improvements focussed on increased provision of advice, enhanced support to retain settled accommodation, and greater contact both in prison and on release. A test of change project is currently underway using Perth prison as a pilot, to determine how effective this approach is. At present, however,

preparations are underway for the second early prison release scheme (The Prisoners (Early Release) (Scotland) Act). This is due to commence in mid-February 2025 and is likely to have a significant impact on a number of staff groups both within and outwith Fife Council.

- **Fife Liberation Meetings** – following on from the first early prison release scheme in summer 2024 (Bail and Release from Custody (Scotland) Act 2023), and led by Fife Alcohol and Drug Partnership, multi-agency meetings currently take place via MS Teams fortnightly. The purpose of these meetings is to involve all partners involved in supporting those returning to Fife (e.g. addiction services, housing, social work, etc). Discussions take place around the support each person may require. This has been working extremely well, as valuable lessons have been learned from the first early prison release scheme in June 2024.
- **Fife Violence against Women Partnership** – joint working to deliver FWAP agreed action to identify how best to support victims and survivors through the Justice System.

13 March 2025

Agenda Item No. 7

Public Protection

Report by: Mike Enston, Director of Community Services

Wards Affected: All

Purpose

To update the Committee on the work being undertaken within the Adult Support and Protection Committee; Child Protection Committee and within the Multi Agency Public Protection Arrangements for sex offenders.

Recommendation(s)

- (1) To note the range of work being undertaken and some of the key issues facing aspects of public protection services in Fife
- (2) To note the current discussion at a national level on approaches to public protection

Resource Implications

None.

Legal & Risk Implications

The work undertaken by the three committees helps to ensure that the Council and community planning partners are fulfilling their duties in relation to public protection.

Impact Assessment

An EqIA is not required because the report does not propose a change or revision to existing policies and practices”

Consultation

Each of the committees has arrangements for consultation with staff and with people who are in receipt of services or support.

1.0 Background

- 1.1 This report covers the work of the Adult Support and Protection Committee; the Child Protection Committee and the Multi Agency Public Protection Arrangements for sex offenders. Each of these committees is established through government guidance and in the case of the Adult Support and Protection Committee through primary legislation. The committees have a key role in coordinating inter-agency activity across elements of public protection and as part of this they have specific duties to develop interagency procedures, training and staff development initiatives and structures to quality assure the services involved.
- 1.2 The committees are chaired by a person independent of current services and are attended by a wide range of service representatives and in the case of adult protection people with lived experience of support.
- 1.3 The committees report on a quarterly basis to the Chief Officer Group for Public Protection which consists of the Chief Executives of the Council and NHS Fife and the divisional commander of Police Scotland. In addition, the Fife Violence against Women Partnership also reports to the Chief Officer Group.

2.0 Issues and Options

2.1 Adult Support and Protection

- 2.1.1 The Adult Support and Protection Ctte (ASPC) compiles a biennial report on its activities. This outlines the range of activities undertaken by the committee in the previous two-year period. It follows a Scottish Government template to allow a consistent approach across the country. The most recent report is attached (Appendix1). It considers the period 1st April 2022-31st March 2024 and was submitted to the Scottish Government in October 2024.
- 2.1.2 The report is broken down into different sections, including outcomes, achievements, learning and development, as well as engagement and challenges for the next review period. The report also contains consideration of the ASPC's Strategic Improvement Plan for 2022-24 and priorities for the future activity. These priority areas include inter-agency chronology analysis, renewed focus on financial harm awareness raising, continued building of our Practitioner Forums and progress with our Large-Scale Investigation and Thematic Learning Review Learning Plans.
- 2.1.3 The Biennial Report was presented to Chief Officers of Public Safety Group for the meeting on 3rd December 2024.
- 2.1.4 The ASPC has also recently updated its strategic improvement plan for 2025 – 27. (Appendix 2). The plan sets out the actions to be undertaken over the next two years building on achievements to date, using the previous improvement plan as the foundation and drawing on learning from Single and Interagency Case File Audits, Activity and Performance Data, Stakeholder feedback, and Learning Reviews.
- 2.1.5 This document sets out the vision and principles, four priority areas for development and subsequent aims and objectives for each. Each priority is taken forward by one of the Committee working groups, the ASP Team or by ASP leads across partner agencies. This activity is overseen by the committee helping to ensure a consistent approach throughout all ASP priorities and strategic related work.

2.1.6 To support this work a range of outcome focused indicators have been developed to evaluate our success against the following strategic outcomes:

- Risks are recognised and responded to without delay
- Adults feel safer as a result of our intervention
- Adults are empowered to participate in decisions about keeping safe
- Interagency staff feel, knowledgeable, confident and supported

2.1.7 These are measured through an outcome focused “Measures of Success” performance framework underpinned by programme of self-evaluation activity which has been set for the next two years. This activity will be driven by internal and external sources available to the group whilst covering various reporting periods ranging from quarterly, biannual, annual, and biennial. This is the key oversight mechanism to measure progress against the improvement plan and will report at regular intervals to the ASPC.

2.1.8 Also attached as Appendix 3 is a summary of the most recent Adult Support and Protection performance data covering the period 1st October 2024 and 31st December 2024 (Financial Quarter 3). This reporting is based on a national set of performance measures that has been developed over the past few years. It is worth noting that across Scotland different partnerships have adopted different processes in relation to adult protection and as a result a consistent national comparison of data is often difficult to achieve. This is being addressed through national developmental activity.

2.1.9 In relation to the data in Fife Q3 saw a further reduction in the number of ASP referrals after Q2 saw the first quarter-to-quarter reduction for over a year. This is something to be monitored over the next reporting period to evaluate any sustained change or drop to these figures.

- Q3 of 2024/25 recorded 377 inquiries with a start date within the reporting period.
- During Q3, there were 222 inquiries relating to 212 adults where investigatory powers were not used. This is a 13% decrease in total when compared to Q2 (-32, 222-254).
- During Q3, there were 155 inquiries using investigatory powers relating to 153 adults. This is a 32% decrease in total when compared to Q2 (-72, 155-227).
- Q3 of 2023/24 reported a total of 486 inquiries, 109 more when compared to Q3 of 2024/25.
- Q3 of 2024/25 reports a split of 59% of inquiries without powers and 41% with powers. A lower % of inquiries progressed with powers in Q3 than the reported 47% in Q2.

2.2 Multi agency public protection arrangements – strategic oversight group

2.2.1 The oversight of management of sex offenders in each partnership across Scotland is governed by a group known as the Multi Agency Public Protection Arrangements – Strategic Oversight Group. This group consists of key partners working in this area including Police Scotland, Fife Council Justice Social Work, Fife Council Housing services, NHS Fife/ H&SCP, the Scottish Prison Service. The group submits an annual report on its activity to the Scottish Government and this is attached as Appendix 4.

2.2.2 The report reflects the strong partnership arrangements in this area of work, and it considers some of the key issues facing the services involved. A significant feature of recent years has been the continuing increase in numbers of registered sex offenders being managed by services. This increase is reflected across Scotland but, as can be

seen Fife has tended to have a higher proportion of managed offenders than comparator areas.

- 2.2.3 This continuing increase has inevitably placed pressure on services to respond and focussed work has been undertaken to ensure that processes and procedures remain effective. The pressure on housing stock is particularly noticeable and housing services work closely with colleagues to make sure arrangements are safe and each managed offender has an individual risk management plan that is kept under close review.
- 2.2.4 The Strategic Oversight Group closely monitors any increase in risks associated across this activity and works with services to adjust responses to ensure that resources are deployed to maximum effect. The annual report summarises some of the key issues and the data for this work and emphasises the collaborative approaches that have developed in Fife.

2.3 Child Protection Committee

- 2.3.1 As with the other two committee areas the Child protection Cttee (CPC) produces an annual report and improvement plan and the plan along with the annual review is attached as Appendices 5 & 6. These reports provide some detail of the wide range of work that is currently being undertaken. The core element of this work is structured round what is known as the “Six for Safety”. These are the six key elements of practice that have been identified as making the most difference to successful outcomes for children who may be at risk.
- 2.3.2 These elements form the basis of improvement activity which are taken forward by the subgroups that support the work of the committee, and progress in relation to these priorities are reviewed quarterly by the committee.
- 2.3.3 The plan reflects some of the main challenges facing families in Fife and the work of services to support vulnerable children in these circumstances. It covers activity aimed at both improving practice as well as working with partners to help address some of the underlying issues involved.
- 2.3.4 Of particular note is the continuing close correlation between levels of child protection activity and families who are affected by deprivation. This is often closely associated with issues of substance misuse, poor mental health and domestic violence. The plan highlights the importance of a multi- agency and multi sectorial response to these issues and close joint working with substance use, mental health services and anti-poverty initiatives are a key part of the work of the committee.
- 2.3.5 In terms of activity levels there has been a recent increase in numbers of children on the child protection register after this remaining relatively stable for a period of time. As yet there is little clear reason for this increase and activity levels will be kept under close review.

2.4 National developments

- 2.4.1 The Government is currently reviewing how partnerships respond to public protection issues across Scotland and has established a National Public Protection Leadership Group involving representatives from services across Scotland.
- 2.4.2 This group has a particular emphasis on building a more coherent integrated response to the various issues involved in public protection. To support this work the group has identified six priority work streams including: learning through reviews, from scrutiny and from staff; along with tackling issues associated with information sharing, data analysis and having effective pathways and transitions across services.

2.4.3 Partners in Fife have been considering this work carefully and any implications that it may have for how we respond to levels of need. This work will continue throughout 2025 and within this there has been early recognition that issues associated with transitions and pathways may have particular relevance for services in Fife.

3.0 Conclusions

- 3.1 There continues to be high levels of demand to support vulnerable individuals and families who may require support and protection. These levels of need are often complex and can be affected by a range of interconnected factors associated with deprivation, substance use, mental health and domestic violence. These factors require a multi-faceted response, and the committees work closely with allied groups such as the Violence Against Women Partnership and the Alcohol and Drug Partnership to address these in a comprehensive and coordinated manner.
- 3.2 To help in addressing these issues each committee has carefully established quality assurance and scrutiny processes to help ensure that services remain as responsive as possible to areas of identified need and the effectiveness of services is kept under close review.
- 3.3 The current national work being undertaken may provide a helpful context within which approaches in Fife can develop further particularly in relation to issues linked to transitions and pathways and this is likely to be an emerging focus of activity in the coming year.

List of Appendices

1. [Appendix 1 biennial report .docx](#)
2. [Appendix 2 Strategic Improvement Plan 2025-27 ctte.docx](#)
3. [Appendix 3 ASPC Report Q3 Oct to Dec 2024-25 - Key Points.docx](#)
4. [appendix 4 MAPPA Annual Report 2024 ctte final.docx](#)
5. [Appendix 5 CPC Improvement Plan 2023-26 \(Final\) \(1\).pdf](#)
6. [Appendix 6 CPC Annual Report 2023-24 for the Public Protection Report.pdf](#)

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

Bulleted list

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13 March 2025

Agenda Item No. 8

Care Inspectorate Grade Assurance and Monitoring Process – Update

Report by: Lynne Garvey, Director of Health & Social Care Partnership

Wards Affected: All.

Purpose

This report is provided as a follow up to the committee report of the same name submitted to People & Communities Scrutiny Committee on 27 June 2024.

The Care Inspectorate Grade Assurance Report is provided annually to the committee and is intended to inform elected members of the range of inspections that have been undertaken by the Care Inspectorate across our internally provided and externally commissioned services. The report highlights the inspection grades awarded and explains the processes in place in the Health and Social Care Partnership to effectively monitor improvement actions and support best practices across the sector.

In June 2024, members requested an update around how the Health & Social Care Partnership monitor the outcome of the inspections undertaken by the Care Inspectorate, and how assurances around what actions are taken to address any issues or concerns, or where a care service does not have a positive outcome from their inspection.

Recommendation(s)

Assurance – for members' information only

Resource Implications

No resource implications.

Legal & Risk Implications

No legal and risk implications.

Impact Assessment

No impact assessment is required.

Consultation

Feedback is sought from service users, carers and representatives as part of the Care Inspectorate's inspection process. No consultation is required.

1.0 Background

- 1.1 Fife Health and Social Care Partnership (Fife HSCP) either directly provide care and support services or commission care and support services. All these services require to be registered and will be subject to inspection by the Care Inspectorate.
- 1.2 Inspections are used to ensure that services continue to meet the standards and the needs of people using the service. Inspections are also used to assess whether improvements have taken place in services where risks to service users have previously been identified or where enforcement action has been taken. Fife HSCP should receive notification of the outcome of these inspections by the care provider as part of our contractual agreement, and our joint commitment of transparency and delivery of high levels of support to individuals.
- 1.3 All care and support services are committed to continuous improvement and proactively take on board comments and suggestions made through the inspection process.
- 1.4 A service's entire inspection and grading history, including grades under the previous Quality Theme methodology, can be viewed on the Care Inspectorate website.

Link to Care Inspectorate's website as follows:

<https://www.careinspectorate.com/index.php/care-services>

- 1.5.1 Care services are graded against a set of Key Questions during an inspection. During an inspection all, some, or none of the key questions may be graded, dependent upon what the inspectors wish to focus on. Inspectors will look at a selection of the quality indicators within each Key Question area.
- 1.5.2 Which, and how many quality indicators, will depend on the type of inspection, the quality of the service, the intelligence that the Care Inspectorate hold about a service, and risk factors that they may have identified
- 1.6 Inspections evaluate (grade) services using the six-point grading scale (see below) that are set against 5 Key Questions. The Care Inspectorate determine how they will use the Key Questions when undertaking an inspection. You can see from each care services individual inspection report whether the Key Questions were graded and if so, which Key Questions were considered.

Please refer to **Appendix One – Care inspectorate Inspection 6-Point Grading criteria**, which provides an overview of how inspection grades are awarded

The Quality Inspection Framework's Key Questions are:

• How well do we support people's wellbeing?
• How well is our care and support planned?
• How good is our setting?
• How good is our staff team?
• How good is our leadership?

The grades are as follows:

• Grade 6 - Excellent	Outstanding or sector leading
• Grade 5 - Very good	Major strengths
• Grade 4 - Good	Important strengths, with some areas for improvement
• Grade 3 - Adequate	Strengths just outweigh weaknesses

• Grade 2 - Weak	Important weaknesses – priority action required
• Grade 1 - Unsatisfactory	Major weaknesses – urgent remedial action required

2.0 Issues and Options

- 2.1 Fife Health & Social Care Partnership expects that all service users receive person centred support that is delivered to the highest quality. It is the Partnership's expectation that all care providers achieve Care Inspectorate Grade 4 (Good) in all themed inspection areas. Care services receiving a Grade 4 have demonstrated that there are strengths within the care service that will have a significant positive impact on people's experiences and outcomes for those in receipt of care and support. Care services and the HSCP are committed to delivering services to this standard and work together to ensure the conditions in services support their ability to achieve this.
- 2.2 However, it is recognised that from time to time, some care services will fail to meet this expectation. Where a care service fails to meet Grade 4 (Good) the Partnership will act accordingly in response to the outcome of the inspection. The Partnership have a range of interventions available to it, and will work in collaboration with care services to make improvements that may be required. This ranges from joint working on improvement planning, to use of contractual powers that would limit use of the service until improvements have achieved an appropriate standard. Any actions required to raise standards of support for those who use the service are undertaken in conjunction with the service, the Care Inspectorate, Social Work, and Health services.
- 2.3 Where a care service has been evaluated as needing improvement through the inspection process, an action plan outlining steps that they will take to achieve improvement is produced by the care service and provided to the Care Inspectorate and the Partnership. Improvement plans are regularly monitored by the Contracts and Commissioning Team in the Partnership to ensure improvements are on track and that any enforcements, requirements or recommendations are dealt with within the timescale. The Contracts and Commissioning Team will draw on professional experience in Social Work and Health where required, to ensure the quality-of-service provision meets the expectations set in the improvement plan.
- 2.4 An example of a formal approach to improvement oversight is provided at Appendix Two, the Care Home Assurance Monitoring Process. This process provides details of the oversight undertaken to monitor actions and response to an inspection outcome. This tiered approach is applied to care homes, and a similar more formal tiered monitoring process is being developed for Care & Support care providers.
- 2.5 Care services are supported through a number of multi-disciplinary teams and services within the Partnership, these include Social Work teams, Contracts & Commissioning team and for care homes, the Care Home Support & Assurance Team. The Partnership has well established and good relationship with our care providers, and have established both a Care Home Collaborative, and Care at Home Collaborative that allows for the sharing of knowledge, learning and provide a network of support across provider organisations.
- 2.6 The above detail is noted to assure Committee that there are processes in place that enable the Partnership to robustly engage with and oversee the improvement actions identified in the services it delivers and commissions, enabling the Partnership to receive assurances on the quality of support received by service users. These processes enable the Partnership to receive assurances on progress toward improvement on areas that have been highlighted through the inspection. Monitoring arrangements are continuing to

improve through the development of multi-disciplinary meetings which allows the Partnership to provide support, guidance and advice to the care service in order to support so that the requirement improvements have been made in advance of any follow-up inspection.

- 2.7 The Partnership has the ability to suspend or agree with a care service to voluntarily suspend new placements or services into the care service where the outcome from an inspection result in a score of two or less (Weak (2) or Unsatisfactory (1)) in any themed area which could impact on the quality of care.
- 2.8.1 At Committee in June 2024, members requested that a notification is issued to Elected Members when a care services –a care home, or care & support provider delivering care in their locality – receives a low grading as an outcome from their most recent inspection.
- 2.8.2 Going forward, as part of the Partnership assurance process, the Partnership will issue an Elected Members Briefing Note when a care service receives an inspection result of two or less (Weak (2) or Unsatisfactory (1)). It should be noted that this information will be provided as “Information Only”. By receiving this notification, this will alert Elected Members so that they are aware of the inspection outcome in case they are contacted by constituents. Within the briefing, a link will be provided to the published inspection report, which would allow Elected Members to read and view the published inspection report.

Monitoring and analysis of Inspection Outcomes

- 2.9 Analysis of the Care Inspectorate Datastore information is undertaken by the Partnership’s Contracts & Commissioning Team. The datastore provides a monthly update on all published inspection outcomes, and this information is accessible to staff within the Contracts & Commissioning Team, who use this data to remain up to date with the current and recent inspection activity.
- 2.10 A dashboard to track and analysis inspection outcomes has been developed to assist in this analyse. The dashboard compares previous inspection outcome to the current inspection outcome and provides information at a glance on any changes and movement in inspection, both for reduced grades but also improved grades.
- 2.11.1 At Appendix Three, an extract of the dashboard output report has been provided. This report shows both current and previous inspection grades awarded, and using the average score awarded across the inspection themes allows for a comparison as to whether improvement has been achieved, remained the same, or if a reduction in average score has occurred.
- 2.11.2 This information enables the Contracts and Commissioning Team to respond in a timely manner to shifts in the quality of services delivered and to raise their analysis to Partnership professional and operational colleagues for further consideration on actions and next steps. The monitoring of this information helps to instigate the monitoring criteria so that the Partnership can seek assurance that relevant improvement action(s) are being taken forward by the care provider to drive up their care grades
- 2.11.3 The extract will also give the Partnership information and intelligence whereby a care service has seen a reduction in grading but remains out with the monitoring, and will be able to monitor to ensure no further reduction, if possible.

3.0 Conclusions

- 3.1 Fife Health and Social Care Partnership's goal is to strive to continuously improve the experience of service users and their carers, and the external inspection process is used as a tool to support the development and improvement processes.
- 3.2 The monitoring processes described in this report enhance the assurances and information that the Partnership can provide to relevant committees on changes and movement in inspection outcomes for care services in Fife.
- 3.3 Reporting of low and poor grades will be introduced for Elected Members to share details on inspection outcomes, as "information only" in order to raise awareness and provide early intelligence in case they are contacted by their constituents.

List of Appendices

1. Appendix One – Care Inspectorate Inspection 6-point Gradings criteria
2. Appendix Two – Care Home Assurance Monitoring Process
3. Appendix Three – Care Home Inspection Outcomes

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Appendix One

Care Inspectorate Inspection 6-point Gradings criteria

The Inspectorate will provide an overall evaluation for each of the key questions inspected, using the six-point scale from unsatisfactory (1) to excellent (6). This will be derived from the specific quality indicators inspected. Where they inspect one quality indicator per key question, the evaluation for that quality indicator will be the evaluation for the key question. Where we inspect more than one quality indicator per key question, the overall evaluation for the key question will be the lower of the quality indicators for that specific key question.

The 6-point scale used to describe the quality achieved is set out in the table below: -

Grade 6 Excellent	Outstanding or sector leading
An evaluation of excellent describes performance which is sector leading and supports experiences and outcomes for people which are of outstandingly high quality. There is a demonstrable track record of innovative, effective practice and/or very high-quality performance across a wide range of its activities and from which others could learn. We can be confident that excellent performance is sustainable and that it will be maintained.	
Grade 5 Very good	Major strengths
An evaluation of very good will apply to performance that demonstrates major strengths in supporting positive outcomes for people. There are very few areas for improvement. Those that do exist will have minimal adverse impact on people's experiences and outcomes. While opportunities are taken to strive for excellence within a culture of continuous improvement, performance evaluated as very good does not require significant adjustment.	
Grade 4 Good	Important strengths, with some areas for improvement
An evaluation of good applies to performance where there is a number of important strengths which, taken together, clearly outweigh areas for improvement. The strengths will have a significant positive impact on people's experiences and outcomes. However, improvements are required to maximise wellbeing and ensure that people consistently have experiences and outcomes which are as positive as possible.	
Grade 3 Adequate	Strengths just outweigh weaknesses
An evaluation of adequate applies where there are some strengths, but these just outweigh weaknesses. Strengths may still have a positive impact but the likelihood of achieving positive experiences and outcomes for people is reduced significantly because key areas of performance need to improve. Performance which is evaluated as adequate may be tolerable in particular circumstances, such as where a service or partnership is not yet fully established, or in the midst of major transition. However, continued performance at adequate level is not acceptable. Improvements must be made by building on strengths while addressing those elements that are not contributing to positive experiences and outcomes for people.	
Grade 2 Weak	Important weaknesses priority action required
An evaluation of weak will apply to performance in which strengths can be identified but these are outweighed or compromised by significant weaknesses. The weaknesses, either individually or when added together, substantially affect people's experiences or outcomes. Without improvement as a matter of priority, the welfare or safety of people may be compromised, or their critical needs not met. Weak performance requires action in the form of structured and planned improvement by the provider or partnership with a mechanism to demonstrate clearly that sustainable improvements have been made.	
Grade 1 Unsatisfactory	Major weaknesses urgent remedial action required
An evaluation of unsatisfactory will apply when there are major weaknesses in critical aspects of performance which require immediate remedial action to improve experiences and outcomes for people. It is likely that people's welfare or safety will be compromised by risks which cannot be tolerated. Those accountable for carrying out the necessary actions for improvement must do so as a matter of urgency, to ensure that people are protected, and their wellbeing improves without delay.	

Appendix Two

Care Home Assurance Monitoring Process

Introduction

FHSCP has an expectation that all care home service providers achieve Care Inspectorate Grade 4 (Good) in all themed inspection areas but recognise that from time to time, some care home services will fail to meet this expectation. Care services are inspected and graded in line with the Care Inspectorate's Quality Framework for Care Homes for Adults and Older People.

FHSCP Contracts & Commissioning Team monitor service standards in all residential and nursing care home services in Fife. FHSCP take a multidisciplinary approach to monitoring service standards in care homes, this group is comprised of the Contracts & Commissioning Team, Social Work, Care Home Support & Assurance Team, and the Care home itself through internal monitoring practices

Through the work of the multidisciplinary team and information learned from Care Inspectorate inspections, FHSCP take a tiered approach to monitoring and review of care home services. Through the appropriate governance routes for quality, through the Quality Matters Assurance process and committees in both Fife Council and the Integration Joint Board (Fife's People and Communities Committee, and the IJB Quality and Communities Committee) reports from this activity will be provided, both verbally and in writing regarding inspection outcomes and actions taken to monitor and review.

The following details the escalation process and actions that will be taken where care home inspection grades do not meet expectation:

- Level 1 Care home has received a Grade 1 (Unsatisfactory) or a Grade 2 (Weak) in any of the Care Inspectorate's key questions or is subject to a Care Inspectorate Enforcement / Improvement action notice.
- Level 2 Care home has failed to meet the Partnership's expectation and received a Grade 3 (Adequate) in any of the Care Inspectorate's key questions.
- Level 3 Care home meet or exceed the Partnerships expectation to achieve a Care Inspectorate Grade 4 (Good) in all themed inspection areas.

Escalation Level	Inspection Grading in one or more inspection areas	Actions	Timescales	Lead / Key Stakeholders
Level 1	Grades 1 (Unsatisfactory) or Care Inspectorate Enforcement Notice	Notification to HSCP Senior Leadership Team, PSWO & CSWO. Automatic suspension of referrals for admission Service Improvement Plan	With 2 working days Within 5 working days - meeting with care provider. Following meeting, agreed dates / times for	Service Manager, Quality Assurance Service Manager, Social Work Lead Nurse, Care Home Assurance Team

Escalation Level	Inspection Grading in one or more inspection areas	Actions	Timescales	Lead / Key Stakeholders
		<p>to be provided, with clear actions & timescales</p> <p>Support, where required or appropriate, to be provided from HSCP</p>	<p>completion and submission to HSCP, providing key stakeholders assurance of completion and progress on actions at agreed intervals until the issues have been resolved.</p>	
Level 1	Grades 2 (Weak)	<p>Consider suspension of admissions</p> <p>Service Improvement Plan to be provided, with clear actions and timescales.</p> <p>Support, where required or appropriate, to be provided from HSCP</p>	<p>Meeting with care provider within 7 working days.</p> <p>Following meeting, agreed dates / times for completion and submission to HSCP, providing key stakeholders assurance of completion and progress on actions at agreed intervals until the issues have been resolved.</p> <p>Implementation of Monitoring visits and meetings 4/6 weekly</p>	<p>Initial Meeting: Service Manager, Quality Assurance Service Manager, Social Work Lead Nurse, Care Home Assurance Team</p> <p>Follow Up Meeting(s): Link Contracts Officer Team Lead / Care Home Liaison Nurse, Care Home Assurance Team Team Manager, Area social work team.</p>
Level 2	Grades 3 (Adequate) which depicts a decline in the quality of care provided	<p>Ongoing monitoring by Link Contracts Officer</p> <p>Meeting with Care Home Provider, if</p>		<p>Link Contracts Officer</p> <p>Care Home Liaison Nurse</p>

Escalation Level	Inspection Grading in one or more inspection areas	Actions	Timescales	Lead / Key Stakeholders
		required / deemed necessary. Consideration of recommendation to suspend referrals, or voluntary suspension agreed by care service, to mitigate further risk where necessary. Escalate to Service Manager Quality Assurance.	Meeting with care provider within 14 working days.	
Level 2	Grades 3 (Adequate) with no other concerns	Ongoing monitoring by Link Contracts Officer Meeting with Care Home Provider, if required / deemed necessary	In line with response or updates to Care Inspectorate Monitoring review meeting at 8/12 weeks	Link Contracts Officer Care Home Liaison Nurse
Level 3	Grades 4, or above, with no other concerns	Care Home operating and performing at HSCP expected level	No Action Required	Not applicable

FOR NOTING:

Where there are issues and concerns within a care home service that meet the criteria for a multi-agency response, such as an Adult Support & Protection Inter-agency Referral Discussion (LSI IRD) or Large-Scale Investigation (LSI), the appropriate procedure for these will be implemented and followed and could supersede this monitoring and review process.

Appendix 3 – Care Home gradings

Local Authority Care Homes

Service Name	Area Committee	Latest Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Average Grade	Previous Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Prev. Average Grade	Change in Average Grade	Number of outstanding requirements
Ladywalk Hse.	NE Fife	19-Sep-23	4	4	4	4	4	4	28-Jun-19	4	4	5	5	5	4.6	↓ -0.6	
Matthew Fyfe	Dunfermline	19-Apr-24	4	4	4	3	5	4	4-Jan-23	3	4	4	3	4	3.6	↑ 0.4	
Northeden Hse.	NE Fife	23-Oct-24	4	3	4	4	3	3.6	15-Jul-24	4	3	4	4	3	3.6	→ 0	
Methilhaven	Levenmouth	10-Apr-24	5	4	5	5	5	4.8	16-Jan-23	5	4	5	5	5	4.8	→ 0	
Jean Mackie	Dunfermline	15-May-24	4	4	4	4	4	4	31-May-23	4	4	4	4	4	4	→ 0	
Ostlers Hse.	Kirkcaldy	7-May-24	4	4	5	4	5	4.4	8-Jun-23	4	5	5	4	5	4.6	↓ -0.2	
Napier House	Glenrothes	24-Sep-24	5	4	5	5	5	4.8	27-Nov-23	5	4	5	5	5	4.8	→ 0	
Lindsay Hse.	Cowdenbeath	21-May-24	3	3	5	3	3	3.4	2-Aug-23	3	3	4	4	3	3.4	→ 0	

Voluntary / Not for Profit Care Homes

Service Name	Area Committee	Latest Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Average Grade	Previous Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Prev. Average Grade	Change in Average Grade	Number of outstanding requirements
Abbeyfield House	Kirkcaldy	29-Jul-22	5	5	5	5	5	5	18-Nov-19	4	4	5	5	5	4.6	↑ 0.4	
Hepburn Court	Glenrothes	22-Jun-23	4	3	5	5	4	4.2	21-Jun-22	4	3	5	5	4	4.2	→ 0	
Gibson House	NE Fife	7-Jun-24	4	4	3	4	4	3.8	17-Jun-24	4	4	3	4	4	3.8	→ 0	

Private Care Homes

Service Name	Area Committee	Latest Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Average Grade	Previous Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Prev. Average Grade	Change in Average Grade	Number of outstanding requirements
Abbotsford Cowdenbeath	Cowdenbeath	21-Mar-24	5	5	4	5	5	4.8	8-Aug-22	5	4	4	4	4	4.2	↑ 0.6	
Abbotsford Dunfermline	Dunfermline	23-Jul-24	4	3	4	4	4	3.8	21-Aug-23	3	3	4	4	4	3.6	↑ 0.2	
Abbotsford East Wemyss	Kirkcaldy	17-Apr-24	5	5	6	5	5	5.2	8-Jun-22	5	5	6	5	5	5.2	→ 0	
Abbotsford Glenrothes	Glenrothes	8-Jan-24	3	3	3	3	3	3	18-Sep-23	3	3	3	3	3	3	→ 0	3
Abbotsford Methil	Levenmouth	22-Feb-24	3	4	3	3	4	3.4	20-Jul-23	3	4	3	3	4	3.4	→ 0	
Abbotsford Newburgh	NE Fife	23-Jul-24	4	4	4	4	4	4	5-Sep-23	3	3	3	4	4	3.4	↑ 0.6	
Abbotsford Raith Manor	Kirkcaldy	21-Oct-24	3	3	3	3	3	3	11-Jul-24	3	3	3	3	3	3	→ 0	
Alexander House	Cowdenbeath	23-Sep-24	3	3	4	3	3	3.2	22-Jul-24	3	3	4	3	3	3.2	→ 0	
Auchtermarnie	Levenmouth	6-Jun-24	5	6	6	4	5	5.2	3-Oct-22	5	6	6	6	5	5.6	↓ -0.4	
Balfarg	Glenrothes	12-Jul-24	4	4	4	4	4	4	23-Dec-22	4	5	4	4	4	4.2	↓ -0.2	
Balnacarron	NE Fife	26-Sep-23	4	4	4	4	4	4	20-Jun-22	3	4	3	3	3	3.2	↑ 0.8	2
Bandrum	S & W Fife	7-Oct-24	3	3	5	4	3	3.6	9-May-24	3	4	3	3	3	3.2	↑ 0.4	
Barrogil House	Kirkcaldy	5-Feb-24	4	4	5	4	5	4.4									
Benarty View	Cowdenbeath	5-Jul-24	5	5	5	5	5	5									
Bennoch Lodge	Kirkcaldy	28-Aug-24	3	3	3	3	3	3	12-Jun-24	2	2	3	3	2	2.4	↑ 0.6	
Benore	Cowdenbeath	15-Jul-24	6	4	4	6	5	5	10-Oct-22	5	4	4	5	5	4.6	↑ 0.4	
Camilla House	Kirkcaldy	9-Apr-24	4	4	5	4	4	4.2									
Canmore Lodge	Dunfermline	12-Aug-24	5	4	4	5	4	4.4	11-Jan-21	4	4	4	4	4	4	↑ 0.4	
Chapel Level	Kirkcaldy	6-May-24	4	4	5	4	4	4.2	10-May-23	4	4	5	4	4	4.2	→ 0	
Craighead	NE Fife	23-Apr-24	5	4	4	5	5	4.6	29-May-23	4	3	4	4	4	3.8	↑ 0.8	
Craigie House	Cowdenbeath	14-Mar-24	3	3	3	3	3	3	3-Jul-23	2	3	3	2	2	2.4	↑ 0.6	1
Dalgety Bay	S & W Fife																
Earlsferry House	Levenmouth	16-Oct-24	5	4	4	4	4	4.2	2-May-24	5	4	3	4	4	4	↑ 0.2	6
Elizabeth House	Kirkcaldy	15-Jan-24	4	4	4	4	4	4	13-Oct-22	4	4	4	5	4	4.2	↓ -0.2	
Fernlea	Cowdenbeath																
Finavon Court	Glenrothes	17-Aug-23	4	5	5	5	5	4.8	8-Dec-20	5	5	4	4	4	4.4	↑ 0.4	2
Forth Bay	S & W Fife	4-Apr-24	4	4	4	4	4	4	19-Aug-22	4	4	4	4	4	4	→ 0	2
Forth View	Levenmouth	15-Apr-24	3	3	3	3	3	3	13-Sep-23	2	3	3	3	2	2.6	↑ 0.4	
Glenburnie	Levenmouth	9-Aug-24	5	4	4	5	5	4.6	13-Dec-23	5	4	4	4	5	4.4	↑ 0.2	9
Glendale Lodge	Dunfermline	23-Jun-22	5	5	5	5	5	5	18-Oct-19	5	5	5	5	5	5	→ 0	
Gowrie House	Kirkcaldy	6-Sep-24	5	4	5	5	5	4.8	13-Dec-23	4	3	3	3	5	3.6	↑ 1.2	
Harbour Care Centre	Kirkcaldy	6-Sep-24	4	4	5	4	4	4.2	23-Apr-24	4	4	5	3	3	3.8	↑ 0.4	

Service Name	Area Committee	Latest Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Average Grade	Previous Grading Published	How well do we support people's wellbeing?	How well is care and support planned?	How good is our setting?	How good is our staff team?	How good is our leadership?	Prev. Average Grade	Change in Average Grade	Number of outstanding requirements	
Harbour Care Home	Kirkcaldy	6-Sep-24	4	4	4	4	4	4	26-Mar-24	3	4	5	5	3	4	→	0	
Henderson House	S & W Fife	9-Apr-24	4	4	4	4	5	4.2	15-Aug-22	3	3	3	3	3	3	↑	1.2	
Hilton Court	S & W Fife	5-Apr-24	5	5	5	5	5	5	10-Jan-23	5	5	5	5	5	5	→	0	
Inspired Breaks	Levenmouth	31-Oct-24	5	4	5	4	3	4.2										
Leven Beach	Levenmouth	4-Apr-24	5	4	4	4	5	4.4	23-Dec-22	4	4	4	4	5	4.2	↑	0.2	2
Leys Park	Dunfermline	1-Oct-24	4	3	3	3	3	3.2	11-Jun-24	3	3	3	3	3	3	↑	0.2	
Links View	Kirkcaldy	21-Aug-24	4	4	4	4	4	4	21-Aug-23	3	4	4	4	4	3.8	↑	0.2	
Lomond Court	Glenrothes	23-Oct-24	3	5	4	5	4	4.2	5-Aug-24	3	4	4	4	4	3.8	↑	0.4	2
Lomond View	NE Fife	16-Oct-24	2	2	4	2	2	2.4	18-Jun-24	3	3	3	3	3	3	↓	-0.6	
Lunardi Ct.	NE Fife	29-Apr-24	5	4	4	4	4	4.2	14-Sep-23	4	4	4	3	3	3.6	↑	0.6	
Marchmont	Kirkcaldy	3-Jul-24	4	3	4	5	4	4	27-Aug-21	4	3	3	3	3	3.2	↑	0.8	
Methven House	Kirkcaldy	31-Jul-24	3	4	3	3	3	3.2	20-Jul-23	3	3	4	3	4	3.4	↓	-0.2	
Mossview	Cowdenbeath	30-Sep-24	4	4	4	3	4	3.8	18-Mar-24	3	3	4	3	3	3.2	↑	0.6	
Newlands	Dunfermline	18-Sep-24	5	4	4	5	5	4.6	16-Apr-24	3	5	4	4	3	3.8	↑	0.8	
Orchardhead House	S & W Fife	11-Dec-23	5	5	5	5	5	5	12-Dec-22	5	5	5	5	5	5	→	0	
Peacehaven	Levenmouth	1-Sep-22	5	5	5	5	5	5	10-Oct-21	3	3	4	4	4	3.6	↑	1.4	
Pitlair House	NE Fife	5-Mar-24	5	4	4	4	5	4.4	6-Oct-21	4	3	3	3	3	3.2	↑	1.2	
Preston House	Glenrothes	18-Sep-24	5	4	5	4	5	4.6	4-Jul-23	4	4	5	4	4	4.2	↑	0.4	
Riverview Lodge	NE Fife	2-May-24	4	3	4	4	4	3.8										
Robert Allan House	Cowdenbeath	17-Apr-23	5	5	4	4	5	4.6	17-Feb-20	5	5	4	4	6	4.8	↓	-0.2	
Roselea House	Cowdenbeath	6-Oct-23	5				5	5										
Rosturk House	NE Fife	17-Jul-24	4	4	4	3	4	3.8	12-Jan-23	3	3	3	3	3	3	↑	0.8	
Scoonie House	Levenmouth	16-Oct-24	5	4	4	4	5	4.4	13-Jul-23	4	4	4	4	5	4.2	↑	0.2	8
St Andrews House	NE Fife	6-Jun-24	4	4	4	3	4	3.8	25-Sep-23	2	2	3	2	2	2.2	↑	1.6	
St. Serfs	NE Fife	18-Aug-24	3	3	3	3	3	3	28-Sep-23	3	3	4	4	4	3.6	↓	-0.6	3
Strathview	NE Fife	8-Jun-23	4	4	4	4	4	4	4-Oct-22	4	4	4	4	4	4	→	0	
The Beeches	Dunfermline	10-Oct-24	3	3	4	4	4	3.6	19-Jul-24	3	3	4	4	4	3.6	→	0	
Villa Atina	Kirkcaldy	8-Dec-23	4	4	3	5	4	4	30-Nov-22	3	2	3	3	3	2.8	↑	1.2	1
Walton House	Levenmouth	26-Sep-24	4	4	3	3	4	3.6	14-Jun-24	4	4	3	3	4	3.6	→	0	
West Park	Glenrothes	16-Nov-23	5	4	4	4	5	4.4	1-Jun-21	4	4	4	4	4	4	↑	0.4	3
Wilby House	Kirkcaldy	6-Aug-24	5	4	4	5	4	4.4	20-Mar-24	4	3	4	4	3	3.6	↑	0.8	
Willow House	NE Fife	18-Sep-24	2	3	3	3	2	2.6	29-Jul-24	2	3	2	3	2	2.4	↑	0.2	1
Woodside Court	Glenrothes	23-Sep-24	3	4	3	3	4	3.4	26-Feb-24	3	3	4	3	4	3.4	→	0	2

13 March 2025

Agenda Item No. 9

Fife Council Duty of Candour Annual Report 2023/24

Report by: James Ross, Head of Services, Children and Families and Justice Social Work Services and Chief Social Work Officer, Communities Directorate

Wards Affected: All

Purpose

This report is to advise members of the Duty of Candour provisions in the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 (The Act), which came into effect on 1 April 2018. In particular, to advise of the requirement for each organisation subject to “The Act” to produce and publish an annual report detailing when and how the duty has been applied.

Recommendation(s)

Members are asked to consider and review the report.

Resource Implications

No direct workforce implications for the report, however, the Duty of Candour itself does impact on staff providing care where the Duty of Candour procedure is activated. Staff training and support is provided.

Legal & Risk Implications

Compliance with the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016.

Impact Assessment

An EqIA has not been completed and is not necessary because the implementation of Duty of Candour is a legislative requirement.

Consultation

Consultation has taken place with members of the Duty of Candour Working Group and members of the Health and Social Care Partnership Senior Leadership Team.

1.0 Background

- 1.1 As part of the Duty of Candour provisions in the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 (The Act), which came into effect on 1 April 2018, each organisation is required to produce and publish an annual report detailing when and how the duty has been applied.
- 1.2 The Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 received Royal Assent on 1 April 2016 and introduced a new organisational Duty of Candour on health, care and social work services. This duty applies to almost ten thousand organisations and took effect on 1 April 2018.
- 1.3 The Duty of Candour applies when unintended or unexpected events happen that result in death or harm, as defined in the Act. It aims to ensure the people affected understand what has happened and receive an apology and that organisations are open, honest and supportive and learn how to improve in future.

2.0 Issues and Options

- 2.1 The Act requires organisations to follow a Duty of Candour procedure which includes notifying the person affected, or their family, apologising, and offering a meeting to give an account of what happened. The procedure also requires the organisation to review each incident and offer support to those affected. This will include those who deliver care services and those who receive care services, including family members.
- 2.2 Prior to the commencement of the Duty, Fife Council established a Duty of Candour Working Group, chaired by the Chief Social Work Officer to ensure actions were taken to develop compliance with the Duty of Candour procedures. The Group worked closely with representatives from NHS Fife to ensure processes within the organisations are consistent and complementary. This Group did not meet during and following Covid but was reconstituted last year in order to review processes to ensure they remain fit for purpose and to improve the capturing and sharing of learning from any Duty of Candour events.
- 2.3 All staff providing social work and social care services have received briefings on the Duty of candour procedure and these are now incorporated into induction processes. Identified staff are also required to complete an e-learning module.

3.0 Conclusions

- 3.1 Organisations are required to publish an annual report detailing when the duty has been applied. This report will be considered by the Scottish Government, Healthcare Improvement Scotland, and the Care Inspectorate as part of their existing arrangements for reviewing the quality of health and social care delivery in Scotland.
- 3.2 The report at appendix 1 is the Annual Report for the period 1 April 2023 to 31 March 2024 for Fife Council Social Care Services.

List of Appendices

1. Fife Council Duty of Candour Annual Report 2023/24

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973: -

Scottish Government Duty of Candour Guidance

Report Contact

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Fife Council Social Care Services

**Duty of Candour
Annual Report
1 April 2023 – 31 March 2024**

Contents

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Background

All Health and Social Care Services in Scotland have a duty of candour. This duty applies to any care services provided by the local authority, independent providers, and the NHS. The duty of candour applies when unintended or unexpected events happen that result in death or harm as defined in the Act, the people affected understand what has happened, receive an apology, and that organisations learn how to improve in future. All services provided by the local authority that relate to the care of adults, children, or those in justice services, are subject to this duty.

An important part of this duty is that an annual report is provided by Fife Council to outline how the duty of candour is implemented in our services.

About Fife Council

Fife Council is the local authority for the Fife area of Scotland and is the third largest Scottish Council, serving a population of around 371,781. Social Work and Social Care Services are provided in the following areas:

- Adult and Older People Social Work or Social Care Services
- Children’s Social Work or Social Care Services
- Criminal Justice Social Work Services
- Early Learning and Child Care Services
- Child Care Services
- Very Sheltered Housing Services

The planning of Adult and Older People’s Social Work and Social Care Services and Very Sheltered Housing Services, and the policy decisions relating to these services, are the responsibility of the Fife Integration Joint Board. Under the Public Bodies (Joint Working) (Scotland) Act 2014, Fife Council have delegated Adult Social Work and Social Care services to the Health and Social Care Partnership. While services are operationally delivered by the Fife Health and Social Care Partnership, Fife Council still retains the responsibility to report on the Duty of Candour incidents that occur in delegated services.

Children’s Social Work Services and Justice Social Work Services are retained by Fife Council and delivered via the Communities Directorate whereas Early Learning and Childcare Services are retained by Fife Council and delivered via the Education and Children’s Services Directorate.

These services are identified collectively throughout this report as ‘Fife Council Social Work and Social Care Services’. This report describes how Fife Council Social Care Services have operated the Duty of Candour during the time between 1 April 2023 and 31 March 2024.

Our aim is to provide high quality care and support for every person who uses our services.

How many incidents happened to which the duty of candour applies?

The legislation defines a Duty of Candour incident as **an unintended or unexpected incident that results in death or harm** as defined in the Act and set out in the table below.

If we believe an event may trigger Duty of Candour, we must seek the views of a Registered Health Professional (RHP) to confirm that one of these “harms” has occurred as a result of the unexpected or unintended incident, rather than as a result of the individual’s illness or underlying condition.

Fife Council Social Work and Social Care Services have identified a number of routes for incidents which may trigger the duty of candour, including accidents reported by staff providing services, review of significant occurrences, incidents reported through Adult or Child Protection processes, complaints, or claims received by the Council.

All incidents relating to 2022/23 are now complete.

Between 1 April 2023 and 31 March 2024, there were two incidents where the duty of candour applies within Adult and Older People Social Work or Social Care Services. No other Fife Council Social Work or Social Care services reported any duty of candour incidents in this period.

Type of unexpected or unintended incident (not related to the natural course of someone’s illness or underlying condition)	Number of times this happened (between 1 April 2023 and 31 March 2024)
A person died	0
A person incurred permanent lessening of bodily, sensory, motor, physiologic or intellectual functions	0
A person’s treatment increased	2
The structure of a person’s body changed	0
A person’s life expectancy shortened	0
A person’s sensory, motor, or intellectual functions was impaired for 28 days or more	0
A person experienced pain or psychological harm for 28 days or more	0
A person needed health treatment in order to prevent them dying	0
A person needed health treatment in order to prevent other injuries as noted above	0
Total	2

In addition to following the Duty of Candour procedure, all incidents have been subject to accident reporting and investigation procedures as required by Health and Safety and other legislation.

To what extent did Fife Council Social Work and Social Care Services follow the duty of candour procedure?

When we realised the events noted above had happened, we followed the procedure in all cases. This means we informed the people affected, apologised to them, and offered to meet with them. In each case, we reviewed what happened and shared our findings with the individual and/or their family unless the individual or family had specifically stated they did not wish to receive any further information.

Each duty of candour event is reviewed by the service to understand what happened and how we might improve the care we provide in the future. The level of the review depends on the severity of the event, the potential for learning and whether any other accident reporting or investigation procedures have been followed in addition to Duty of Candour.

Any recommendations made are considered in terms of the need to develop improvement actions to meet the recommendations. These are then shared across the relevant service(s) and implemented by local management teams.

Information about our policies and procedures

Fife Council has developed a process map, guidance, and templates for staff to use if they become aware of an incident that triggers the duty of candour. These have been made available to all staff via the Fife Council intranet. Incidents are now logged on the Council's LAGAN system.

Our process has been shared with colleagues in NHS Fife and a generic e-mail address within the NHS Fife clinical and care governance team is used by Fife Council Social Work and Social Care Services when requesting assessment of a duty of candour event by a Registered Health Professional.

All staff providing social work and care services have received briefings on the duty of candour procedure and these are now incorporated into induction processes. Identified staff are also required to complete the e-learning module. In the year 2023/24 a total of 1390 staff completed the e-learning module. This is broken down further into each Directorate as follows:

	Education	Housing	Health & Social Care Partnership	Children & Families/ Justice Services	Others	Total
Number of staff who have undertaken training as at 31.03.2024	54	14	1191	108	23	<u>1390</u>

This shows a marked increase on the previous year, 2022/23 where a total number of 440 staff had undertaken the training. The latest figures will include staff refreshing their training following the work undertaken to review processes and raise awareness throughout the current year. All senior managers and those with responsibility for ensuring Duty of Candour incidents are flagged up, have completed the training, or will do so as they move into relevant posts.

We know that events that trigger the duty of candour can be distressing for staff as well as the people who receive care. We have support available for staff through our line management structure as well as through the employee counselling service and trade union representatives. Fife Health & Social Care Partnership also have the HSC094 HSCP Traumatic Incident Significant Occurrence guidance which provides Workplace Related Traumatic Incidents Guidance for staff.

What have we learned?

This is the sixth year of reporting and following the Covid 19 pandemic and the pressure that placed on service delivery across Social Work and Social Care services, we have reconstituted the Duty of Candour working group to undertake a review of the current processes and supporting training provision and the effectiveness of these and plan for improvements where necessary.

The Duty of Candour working group has met twice since the last Annual Report. The group have worked on a number of things in the background to help Directorates promote Duty of Candour to staff. A Terms of Reference is in place for the group, an intranet page has been designed and is almost ready to go live, a PowerPoint presentation was delivered to the group and this has since been shared for cascade within Directorates. The group has agreed to meet twice yearly to review progress.

An alternative approach to compiling the annual report has been undertaken, utilising a Microsoft Form which was created and shared with the working group to allow members to provide service specific information to be used in the Annual Report. It has been agreed that this approach will now be used annually so that all Directorates can contribute information for the Annual Report. The Chair of the working group has encouraged members to complete the form.

We recognise that it is vitally important to continue to raise awareness and ensure openness and transparency of communications when incidents happen.

Staff are continuing to review processes with the registered health professional and continuing to ensure sufficient background information is passed on to support the determination of whether an event meets the duty of candour criteria.

In Adult and Older People Social Work or Social Care Services, Older People Resources, the following improvements have been made:

Older People Resources will take the high-level learning points noted below and implement a learning plan across the service. This will include implementation of a three-minute briefing across Older People Resources as a way to share learning following any potential Duty of Candour event within the Service. Regular monitoring of this learning plan will be submitted via the Health and Social Care Partnership Quality Matters Assurance Group.

Risk assessments are being reviewed monthly to ensure they accurately meet the service users' needs and are updated as required

Systems are in place to ensure Unit Manager/Senior Social Care Workers are undertaking an overview/spot checks on recording in care plans

Senior Social Care Workers/staff are ensuring there is a clear and accurate account of a fall and what was happening prior to the fall

Systems are in place to ensure that Unit Manager/Senior Social Care Workers are improving audits of care plans

Risk assessments will accurately reflect the supports required to minimise falls risk

Risk Assessments are being reviewed as per guidelines and updated in the event of any change to mobility

Other information

This is the sixth year of the duty of candour being in operation and it has been a year of further learning, developing, and refining our processes to ensure the organisation is equipped to deal with duty of candour outcomes in line with the legislation.

As required, we have submitted this report to the Care Inspectorate, and we have also placed it on our website.

If you would like more information about this report, please contact us using the following details:

James Ross, Chief Social Work Officer & Head of Children & Families and Justice Services, Fife Council.

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13 March 2025

Agenda Item No. 10

Armed Forces and Veterans Community Annual Report 2025

Report by: Carol Connolly, Executive Director Place

Wards Affected: All Wards

Purpose

To provide an update on the work being undertaken across the Council, in accordance with the Council's commitments to the Armed Forces Covenant, and areas of work relating to the Council's MOD's Employers Defence Recognition Accreditation Scheme.

Recommendation(s)

To note the content of the report.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no legal or risk implications anticipated from this initiative.

Impact Assessment

No Equality Impact Assessment required.

Consultation

There has been no requirement to consult.

1.0 Background

- 1.1 The UK Armed Forces Covenant has been in place since 2011. The aim of the Covenant is to ensure that the Armed Forces Community should be treated fairly and face no disadvantage when accessing public and commercial services, with special provision made in appropriate cases for those who have sacrificed the most.
- 1.2 Initially organisations could pledge to support the Armed Forces Covenant with a voluntary commitment. Fife Council signed the Armed Forces Covenant in 2011
- 1.3 The Armed Forces Act 2021 came into force on 22nd November 2022. The new Act builds on existing legislation (the Armed Forces Act 2006) and reinforces the Armed Forces Covenant by placing legal requirements on some organisations, including:
 - Fife Council - specifically education and housing services.
 - Fife Health and Social Care Partnership/Fife Integration Joint Board.
- 1.4 The new Act introduced the Armed Forces Covenant Duty. This makes it a statutory duty for these bodies (whether or not they have already signed the Armed Forces Covenant pledge) to consider the principles of the Armed Forces Covenant and any supporting guidance, when planning, funding, and delivering specific functions in healthcare, education and housing. This includes having due regard to:
 - the unique obligations of, and sacrifices made by, the armed forces.
 - the principle that it is desirable to remove disadvantages arising for service people from membership, or former membership, of the armed forces; and,
 - the principle that special provision for service people may be justified by the effects on such people of membership, or former membership, of the armed forces.
- 1.5 In Fife, the Armed Forces Community includes approximately:
 - 1,000 serving personnel.
 - 450 reservists.
 - 21,000 veterans (Scotland's Census 2022 identified that 5.6% of the Fife population aged 16 and over are veterans: www.scotlandscensus.gov.uk/2022-results/scotland-s-census-2022-uk-armed-forces-veterans).
 - Partners and family members of serving personnel, reservists, and veterans (exact figures are currently unavailable, this group is estimated to include between 20,000 and 40,000 people).

This equates to between 11% and 17% of the current Fife population (374,340 people) depending on the number of partners and families living in Fife.
- 1.6 Fife Council have been holders of the MOD's Employer Defence Recognition Scheme, Gold Award accreditation since August 2022. Revalidation for accreditation will be in March 2027 with notification of award outcome expected in August 2027.

2.0 Armed Forces and Veteran Community Fife Update

Armed Forces and Veterans Roles

- 2.1 Following the change in administration in June 2022 Cllr Derek Noble was confirmed in the role of the Armed Forces and Veterans Community Champion.
- 2.2 In June 2024, Carol Connolly, Executive Director Place was confirmed as Fife Council's Senior Officer for Armed Forces and Veterans Community.

Armed Forces Covenant Working Group

- 2.3 A Short Life Working Group (AFC SLWG), chaired by Fiona McKay, Head of Strategic Planning, Performance and Commissioning, was set up in early February 2023 to ensure that the requirements of the new Armed Forces Covenant Duty were fully embedded across the policies and practices of the Fife Council and partner agencies.
- 2.4 In June 2024 an agreement was reached to set up the Working Group on a permanent basis and rename to the Armed Forces Covenant Working Group (AFCWG). The new Working Group will be chaired by Jillian Torrens, Head of Critical and Complex Care.
- 2.5 The AFCWG meets on a quarterly basis and includes colleagues from:
- Fife Council Education Services
 - Fife Council Housing Services
 - Fife Health and Social Care Partnership
 - Fife Council Human Resources Service
 - NHS Fife Psychology Service
 - Veteran 1st Point
 - Armed Forces and Veterans Community Champion, Cllr Noble
 - Leuchars Welfare and Community Support Team
- 2.6 As a permanent multi-agency working group the key responsibility is to support and improve awareness of and compliance with the Armed Forces Covenant Duty across all the statutory functions.
- 2.7 The AFCWG has a work programme for 2025 to promote awareness, increase compliance with the Armed Forces Covenant and improve outcomes for members of the Armed Forces Community.

Fife's Firm Base Task Force Group (FBTFG) (Previously Fife's Community Covenant Partnership)

- 2.8 Active participation in FBTFG was part of Fife's submission for EDRS Gold accreditation. The FBTFG meets every 6 months and includes partners who have a role in providing support services to Leuchars Station including the service personnel and families based there. There has been no representation from Fife Council for the last 24 months from any of the statutory functions, Health and Social Care, Housing or Education. Carol Connolly has confirmed she will be attending in her role as Senior Officer - Armed Forces and Veterans Liaison.
- 2.9 There are significant changes scheduled at Leuchars with two new regular units relocating between 2029 and 2032. The Firm Base Welfare and Community Support Team will be delivering a presentation at the next AFCWG meeting to provide some insight into the work of the FBTFG and the changes / challenges the relocation will bring.

Housing Service Update

Housing Allocations

- 2.10 The Service maintains a covenant commitment to house 40 veterans per year. The Service does this through mainstream arrangements as Forces personnel approach the Fife Housing Register (FHR) Partnership for assistance on leaving the service or changing accommodation requirements. This has worked well for a number of years.

This is also underpinned by an Armed Forces Protocol which is agreed by all Fife Housing Register Partners. The FHR Partnership enables access to around 99.7% of social rented housing stock across Fife.

- 2.11 The Service does have difficulty identifying veterans as this is not a question asked from a housing access, homelessness or tenancy management perspective. This is something that will be addressed within housing access by the ongoing Housing Allocations Policy and Systems Review. An elected member led Task Group is leading that process.

Homelessness

- 2.12 Fife does not have a significant or enduring rough sleeping issue. Reports of rough sleeping are increasing within the context of the formal Housing Emergency declaration and there is significant overlap with street begging. Any identification of rough sleeping is investigated but there is no sense that veterans are having issues accessing housing or homelessness services
- 2.13 The Ending Homelessness Together Strategy Programme Board have committed to developing a priority pathway for the six community of interest groups of those most at risk of homelessness. This includes veterans. Initial priority has been given to Hospital Discharge, Care Experienced Young People and Managed Public Protection cases in 2024 but this should receive more focus in 2025

Housing Adaptations

- 2.14 There are no specific provisions for adaptations based on veteran status. This will be addressed with the relevant service managers in Housing and Health and Social Care to see if there is any scope within this functional area.

Education Service Update

- 2.15 Fife Council Education Directorate is working to meet the principles of the Armed Forces Covenant. Children and young people from Armed Forces families are a key group whose outcomes are monitored. These outcomes are reported to committee, along with the educational outcomes of other key groups (e.g. Care experienced young people, those living in SIMD Quintile 1, those with Additional Support Needs).
- 2.16 In line with its statutory responsibilities, the Education Directorate works to ensure that the potential of every child and young person is fully developed. To help achieve this aim, the Directorate has undertaken analysis to better understand the relationship between the *specific* support needs and characteristics of individual learners and their outcomes. This understanding is being used to improve the tracking and monitoring of outcomes for key groups, and to inform interventions and support for individual learners.
- 2.17 Work is planned for further analysis of the relationship between armed forces learners and their outcomes. This will help to ensure that ambitions for children and young people from armed forces families fully reflect their individual potential. This is of particular importance, given that as a group their outcomes are higher than the cohort average.
- 2.18 All school leaders are aware of the Covenant and their role within this. Data provided by the education service ensures that all school staff are aware of the armed forces children

within their care. All schools foster a supportive and inclusive school environment where service children feel valued and understood. Work is being undertaken to increase self-identification of families as we are aware that many families do not make this known to school staff at point of enrolment.

Health and Social Care Partnership Service Update

- 2.19 Fife Integration Joint Board's Annual Report, published in December 2024, gave assurance that Fife Health and Social Care Partnership is working in line with meeting its statutory requirements under the Armed Forces Covenant Duty and further assurance of the progress made over the last year. Continued focus for 2025 includes review and monitoring of compliance.
- 2.20 The Fife Integration Joint Board update report highlights two key challenges for Fife partner agencies in meeting our legal responsibilities. Firstly, consistent identification of individuals covered by the Armed Forces Covenant Duty, though it is expected that the national programme underway to deploy consistent codes in digital systems, an accreditation scheme for GPs, and Fife's planned eLearning and awareness raising will provide training and encourage colleagues to identify veterans and military personnel in medical records and social work systems during key contacts. Secondly, transfer of information between agencies e.g. linking military records to GPs, secondary health, housing applications etc. with considerations needed around information governance.
- 2.21 Key activities completed over the last year including Armed Forces Community inclusion in Fife Health and Social Care Partnership Equality Impact Assessment Template; an Armed Forces Community area has been created on Fife Health and Social Care Partnership's website; approved use of the national Forces Connect App and establishing a veterans lived experience group for the Fife Armed Forces Community.

Forces Connect App

- 2.22 As part of the work of the AFCWG Fife Council and HSCP are now contributors to the Forces Connect App. The app is widely promoted across partner organisations, including charities, as a one stop shop for accessing information and services in each County across the United Kingdom. It includes Housing, Education, NHS Services, Social Care, Charities and is considered as a source members of the Armed Forces Community are familiar with.
- 2.23 To date over 70 organisations across Fife have been added to the Forces Connect App.

Armed Forces Covenant E-Learning Modules

- 2.24 The AFCWG is working to develop e-learning modules for employees in Fife Council, NHS Fife, and the third and independent sectors. The aim of the training is to raise awareness of the Armed Forces Covenant, the legal requirements, and responsibilities of Fife partner agencies, and the support that is currently available for members of the Armed Forces Community.
- 2.25 Several e-learning modules have/are being developed by Warwickshire Council, with support from the Armed Forces Covenant Fund Trust:
- Armed Forces Covenant – Introduction
 - Armed Forces Covenant - Customer Facing Staff
 - The Covenant Duty Explained – Health and Social Care

- The Covenant Duty Explained - Housing
- The Covenant Duty Explained – Education.

2.26 Development of the modules for ‘Armed Forces Covenant – Introduction’ and ‘The Armed Forces Covenant – Health and Social Care’ are complete and live on Oracle. A paper is being prepared for CET for consideration as a mandatory module for all Fife Council employees. Work on the function specific modules will continue to progress over the next year (Housing, Education and Customer Facing Staff).

Armed Forces and Veterans Champion

2.27 Cllr Noble is a member of the Council’s Armed Forces Covenant Working Group.

2.28 As Fife Council’s AF&V Champion Cllr Noble has continued to raise the profile and awareness of the issues faced by the Armed Forces Community, veterans, and their families and represents the Council across a number of events including Armed Forces Day, Remembrance Day, and Armed Forces Charity Days

2.29 Cllr Noble has been involved in contributing to the national agenda for supporting veterans which is led by UK Veterans Minister Alistair Carns MP.

Employer Defence Recognition Scheme

2.30 Fife Council have been holders of the MOD’s Employer Defence Recognition Scheme, Gold Award accreditation since August 2022. Revalidation for accreditation will be March 2027 with notification of award outcome expected in August 2027.

Reservist / Adult Cadet Volunteers – Special Paid Leave

2.31 The Council currently has 14 reservists, and 2 Adult Cadet Force Volunteers employed across a number of roles and Services.

2.32 Feedback from the reservists have confirmed that the implementation of paid special leave for training and removal of the requirement to deduct Service pay has made the process much easier and makes the work that they undertake as a reservist feel valued.

Recruitment

2.33 Fife Council vacancies are posted to the Career Transition Partnerships website. We have been allocated an account manager at CTP and our HR People Solutions and System Team liaise with them to determine suitable vacancies.

2.34 Advertising job vacancies on Forces Family Jobs is an essential criterion for the EDRS Gold Accreditation. The transition to Oracle removed the ability to interface with Forces Family Jobs. With the support of the Transactions Recruitment Team a revised process was created, and Council vacancies are now posted to Forces Family Jobs and the DWP.

Procurement

2.35 Procurement continues to promote the MOD’s Employer Defence Recognition Scheme by advocating the Council’s commitment to the AF Community in all tender documents.

Equalities

- 2.36 Fife Council has updated its Equality Impact Assessment Template and Guidance to include a section for the Armed Forces Community. This will ensure that the potential impacts (positive and/or negative) of any new policies/strategies/budget proposals or other significant decisions on the Armed Forces Community will be identified and (where possible) addressed.

3.0 Next Steps

- 3.1 Continue with the development and roll out of e-learning modules for Housing and Education
- 3.2 Continue with all areas of work relating to Fife's Armed Forces and Veterans' Community, both internal and external through its commitment to the Armed Forces Covenant Duty and continued accreditation to the MOD's Employers Defence Recognition Scheme.

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13 March 2025

Agenda Item No. 11`

Pressures on the Housing Adaptations Budget

Report by: John Mills Head of Housing Services

Wards Affected: All

Purpose

As requested by this Committee, this report aims to provide Members with an update on the current pressures in the Housing Adaptations budget, to outline future pressures going forward and the management of the budget.

Recommendation(s)

- (1) Members are asked to consider the current pressures on the Housing Adaptations budget
- (2) Members are asked to consider the long-term pressures in relation to the Housing Adaptations budget

Resource Implications

There are significant financial resources within the Housing Adaptations funding – there is £1,575,943 Housing Revenue Account Funding, £1,440,490 General Fund funding and £1,200,000 General Fund Capital.

There are no immediate resource implications arising from this report.

Legal & Risk Implications

The duty to provide aids and adaptations is within the Public Bodies (Joint Working) (Scotland) Act 2014. Within this, the assessment of people for aids and adaptations lies with the Fife Health & Social Care Partnership. The provision of adaptations is delegated to Housing Services.

Within Fife the arrangement is that assessment lies with Community Occupational Therapy Teams in Health & Social Care. Budget and the provision of adaptations is delegated to the Housing Service to undertake.

As Housing Adaptations are frequently provided to vulnerable household's risk in relation to this issue is high.

Impact Assessment

The Housing Adaptations budget provides aids and adaptations for vulnerable individuals. An Equality Impact Assessment has been completed in relation to pressures on the Housing Adaptations budget.

Consultation

There has been no consultation completed at this stage as proposed changes are still being developed.

1.0 Background

- 1.1 The Housing Service manages the delivery of Housing Adaptations on behalf of the Health & Social Care Partnership. The assessment of the need for adaptations is undertaken by the Community Occupational Therapy Teams within the Health & Social Care Partnership. Adaptations works are carried out through Building Services (for Council Tenants) and Kingdom Care & Repair for private owners / tenants. Registered Social Landlords are given funding by the Scottish Government to deliver adaptations in their homes.
- 1.2 There are a range of budgets that make up the adaptations budget from different funding sources -

Budget Heading	Includes	Current Budget
Disability Adaptations (Housing Budget)	Permanent Adaptations in tenancies	£1,481,504
Adaptations (Minor Works) (Housing Budget)	Minor works in tenancies e.g. Grab rails	£94,439
Private Housing Investment (General Fund)	Permanent Adaptations in Private Homes	£1,200,000
Major Adaptations Temporary (General Fund)	Covers maintenance of all adaptations installed	£240,490
General Fund Capital – Temporary Adaptations	Covers temporary adaptations in both private & council	£1,200,000

As noted above the funding comes from the Housing Revenue Account, General Fund and some elements are from General Fund Capital. There is a mix of permanent adaptations e.g. wet floor showers and temporary adaptations e.g. ramps for access

- 1.3 This financial year the adaptations budget has been used for a number of works -

TYPE	Number
Temporary (Both Private and Local Authority)	226 completed YTD
Private Permanent	106 Completed YTD
Local Authority Permanent	159 Completed YTD

2.0 Issues and Options

2.1 There are two key issues in relation to the adaptations budget -

- Short term pressures in this financial year
- Long term budget pressures.

This report will provide an update on both budget issues

2.2 **Short Term Pressures -**

There are a few budget areas which are showing pressures this financial year. Adaptations (Minor Works) budget is significantly under pressure – this budget is used to provide grab rails and small improvements. The adaptations are directly ordered by Community OT's. Mitigating actions are to look at the costs being charged for the work and to introduce a degree of authorisation of works to help with budget control.

The Major Adaptations (Temporary) Budget covers the costs of maintenance for all adaptations installed e.g. maintenance checks on stairlifts. The key issue is that this budget has not been reviewed for a number of years to provide sufficient funding for increased numbers of adaptations being installed. A full review of this budget is being undertaken to develop a more realistic budget.

Disability adaptations budget covers the installation of temporary solutions e.g. stairlifts, through floor lifts etc. There is an increased demand for this type of adaptation to help people remain living independently.

Permanent adaptations in both Council stock and private properties have significant budgets. These budgets are largely spending on target. The key issue is that the cost of installations has increased significantly over the last few years (up to 20% on some items of work). This means that the current budget has less "spending power" than it previously had.

2.3 **Longer Term Pressures -**

There are a range of significant long-term pressures-

- Housing Emergency – the Adaptations Budget maybe required to change to deliver rapid adaptations to properties to allow people to return home from Hospital / Care settings or to allow service users to continue to live independently.
- Demographics – the population within Fife is projected to have an older profile with greater numbers of people living with life altering conditions.
- Demand – the Community Occupational Therapy service has seen a sustained increase in referrals to the service with a 26% increase between Sept 2023 and Sept 2024. A significant proportion of these referrals require adaptations.
- Maintenance – there are increasingly large numbers of adaptations installed across the Housing stock. These will require maintenance and potential replacement or removal. The budget for this has not increased significantly to reflect the increased numbers of equipment in the community.
- Direct access to adaptations – there are elements of small adaptations that Community OT's directly order for Fife Council tenancies. The model of direct access could be extended to service users directly ordering some items. This could require a change in funding.

2.4 Key actions moving forward –

- A project is commencing to look at how Care & Repair can be delivered by the Council. This will be the most immediate project workstream.
- Rapid access to adaptations – through the Housing Emergency Action Plan this will be progressed as an early project to alleviate pressures from Hospital Discharge / Care settings.
- Remodelling adaptations delivery – there is a need to look at the whole adaptations provision and move to greater self-assessment, increased advice provision, more self-managed cases and increased choice for service users.

Any changes will need to be fully consulted on with Health & Social Care.

- The Independent Advice Hub in Kirkcaldy opened officially last year. During this next year we are looking to expand the services using the Hub and encourage greater customer use. This will become a focal point for advice for customers in the Kirkcaldy Area. The pictures below show the Hub and our adaptations pods which allow customers to test / be tested for adaptations.



2.4 The Adaptations budget delivers significant positive benefits -

- Supporting independent living and helping service users retain a good quality of life
- Reduction in need for stays in high-cost settings e.g. Hospital
- Supporting discharge from Hospital / Residential Care
- Reducing the need for care packages by enabling people to meet their own needs
- Increasing options to help people through new types of adaptations and Technology Enabled Care

3.0 Conclusions

- 3.1 Actions have been taken forward to help manage short term budget and demand pressures. However, there are longer term demographic pressures which mean looking at new models of delivering adaptations need to be looked at and the budget needs to be reviewed to ensure that it is more sustainable. [OBJ]

List of Appendices

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

Further information on the adaptations service can be found here -

OT service information -

<https://www.fife.gov.uk/kb/docs/articles/health-and-social-care2/help-for-adults/living-independently-at-home/occupational-therapy-service>

Information on Smart Life in Fife-

<https://www.fife.gov.uk/kb/docs/articles/health-and-social-care2/help-for-adults/living-independently-at-home/smart-life-in-fife>

Information on Community Alarms -

<https://www.fife.gov.uk/kb/docs/articles/health-and-social-care2/help-for-adults/living-independently-at-home/safety-alarms-and-equipment/community-alarms>

Information in relation to the Scheme of Assistance for adaptations -

https://www.fife.gov.uk/_data/assets/pdf_file/0028/424666/Disability-Adaptation-Grants-2021-1.pdf

Information in relation to the Independent Living Advice Hub -

<https://www.fife.gov.uk/facilities/resource-centre/independent-living-advice-hub>

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13 March 2025

Agenda Item No.12

Affordable Housing Programme Delivery Update

Report by: John Mills, Head of Housing Services

Purpose

This report has been requested by Scrutiny Committee to provide an update on the delivery of the Fife Affordable Housing Programme. Members are asked to note progress and consider the barriers to the delivery of the Programme.

Recommendation(s)

Committee is asked to:

- Note the progress made towards completion of the Phase 3 and Transitional Affordable Housing Programme and the start of Phase 4.
- Consider the progress made and acknowledge the constraints on the Affordable Housing Programme delivery contained within the report.

Resource Implications

Current phases of the Affordable Housing Programme are being delivered within the constraints of the current budget. The agreement of the Scottish budget for 2025/26 is positive and is being used to model the potential delivery of the Phase 4 Affordable Housing Programme to March 2029. The revised HRA Capital Plan was approved by the Council on 20th February 2025 quantifying the delivery of affordable housing programme and the HRA capital borrowing requirement to support the programme.

The recommendations in this report do not add any pressures to the existing HRA resources to deliver the HRA Capital Plan.

Legal & Risk Implications

Legal risks are not a key concern in the development and delivery of the Affordable Housing programme.

Impact Assessment

An impact assessment is not necessary at this point as no change to existing policy is being proposed.

Consultation

Tenants and Partners' views were sought through the Strategic Housing Investment Plan (SHIP) (2024-29) discussion and consultation through the Fife Housing Partnership. Cabinet Committee approved the SHIP in November 2024.

1.0 Background to the Fife Affordable Housing Programme (AHP)

- 1.1 The delivery of the Fife affordable housing programme is enabled by a partnership between the Council, the Fife Housing Association Alliance (FHAA), Scottish Government and Private Developers.
- 1.2 The AHP is designed to:
- address areas of need and includes a specific Town Centre Housing Approach to support the Plan4Fife priority to regenerate our Town Centres, focussed on the mid-Fife Area.
 - Ensure that there is an adequate pipeline of housing projects with planning consent to deliver the aspirations of the programme going forward.
 - Ensure that there is adequate Fife Council HRA, and FHAA, capital funding in place to support the delivery the programme.
- 1.3 Fife Council and the FHAA have been building new housing at scale since 2012. Significant investment from the HRA, Scottish Government and the Fife-based Housing Associations has underpinned the Affordable Housing Programme's delivery for our communities. A total of 1991 new build council houses and 442 property acquisitions have increased the council stock available to housing people in need in Fife – this is a key priority of the Local Housing Strategy (LHS). However, this has been offset by 512 house demolitions, mainly in Fraser Avenue, Inverkeithing and Abbeyview, Dunfermline. There have also been 894 other stock deductions, mainly Right to Buy Sales up to the abolition of the right to buy in July 2016.

Table 1 outlines the impact on Council housing stock since 2012. It is worth noting that without new build stock and acquisitions, the stock would have reduced by 1406 properties.

Year	New Builds	Acquisitions	Other additions*	Demolitions	Other deductions**	Total stock (from SHR)
2012/13	70	0	0	89	88	30,102
2013/14	52	1	0	4	117	30,033
2014/15	26	3	0	19	147	29,902
2015/16	225	2	0	0	153	29,982
2016/17	392	16	1	102	287	30,004
2017/18	307	14	0	0	61	30,261
2018/19	6	11	1	11	2	30,275
2019/20	224	27	0	26	30	30,455
2020/21	108	88	16	71	1	30,597
2021/22	120	46	0	41	0	30,722
2022/23	128	114	0	54	2	30,908
2023/24	131	86	2	59	6	31,062
2024/25 (To date)	202	34	0	36	0	31,262
Total	1,991	442	20	512	894	n/a

*Other additions include stock transfer, change of use, incorrect previous stock deduction

**Other deductions include properties sold, conversions, change of use, incorrectly marked as stock

2.0 Affordable Housing Programme Delivery

2.1 Affordable Housing Need

Housing need and demand assessments (HNDAs) have been carried out with neighbouring local authorities in respective TAYplan and SESplan areas to inform Strategic Development Plans and the Local Housing Strategy. The combined assessments identified a need in Fife for 401 new affordable houses per annum from 2021-2030. This includes below market rent tenures, including social rent and mid-market rent houses.

2.2 The HNDA figures are calculated using the HNDA Tool which is provided by the Scottish Government and considers the existing need for housing, the number of years to clear existing need, population projections, income growth, house price and private rental growth to determine future housing estimates and split these into different tenures and housing market areas. The HNDA methodology does not consider Fife Housing Register data in the calculation as Common Housing Registers are demand driven and aren't seen as a true measure of need. Many applicants can have low or zero points which would indicate an aspiration rather than a need for social housing.

2.3 **Delivery of the AHP-** The overall delivery of the number of new build council houses between 2012 to 2024 is outlined in appendix 1 to this report. A breakdown by Areas of new builds and property acquisitions is provided in Tables 2 & 3.

Table 2 – New build housing by LHS Area 2017 to date.

Local Housing Strategy Area	Phase3 AH delivery (FC & FHAA)	TAHP delivery (FC & FHAA)	PHASE 4 delivery (FC only)
Cowdenbeath	422	123	0
Cupar & HOF	124	133	10
Dunfermline & Coast	828	149	117
Glenrothes	509	144	24
Kirkcaldy	601	136	25
Largo & East Neuk	122	30	0
Levenmouth	285	38	20
St Andrews	169	93	30
Tay Coast	143	39	0
West Fife Villages	297	45	18
	3500	930	244

Table 3 – Housing Acquisitions by Council Area 2018 to date.

Council Area	Nos of Property Acquisitions
SW Fife	16
Dunfermline	49
Cowdenbeath	43
Kirkcaldy	87
Glenrothes	83
Levenmouth	47
NE Fife	55
Total	380

Note- There were 62 acquisitions prior to 2018 with no breakdown of area. Acquisitions normally associated with Housing Regeneration Areas in Fife.

2.3.1 **Barriers to progressing the AHP** - Following the completion of the Phase 2 of the AHP (2012-17), the Council and the FHAA experienced a sharp fall in house starts in 2018/19 due to several factors, including:

- Uncertainty in Scottish Government funding
- Dissipation of key expertise at officer level, moving onto other Local Authorities and other posts within the Council.
- Delays in site starts due to lack of land and site complexities.
- Lack of continuity of phases of the Affordable Housing Programme.

There are also other factors that impact on the delivery of the AHP. These are:

- The policy on housing property mix the Council and the FHAA follows, focussing mainly on larger family properties and bungalows uses up more land and reduces numbers of houses completed.
- Availability of land to bank in the HRA or for the FHAA leads to a dependency on private developers bring forward developments with section 75 planning agreements for affordable housing. The Council and the FHAA do not control the speed of development.
- Consequently, there are regular slippages (underspends) year to year in the delivery of each housing site.
- The fragility of the housing development market and some small housing developers runs the risk of company liquidation as seen in the recent example of First Endeavour.

2.3.2 For subsequent phasing of the AHP, the Council and the FHAA worked collaboratively to ensure that there was a series of overlapping phases to improve the delivery of the overall programme. Therefore, there is the Phase 3 (2017-22), the Transitional AHP (2022-24) and the first part of the Phase 4 (2024-26) all delivering new sites starts and completions in each financial year as outlined in Table 1.

2.3.3 **Phase 4** – A total of 244 new build properties have been identified, (from the number of sites in progress or planned), for delivery by Fife Council at the start of Phase 4. The final number of units is to be confirmed. In addition, the drive to purchase properties through the Open Market Transactions (OMT) route continues. There will also be Open Market Shared Equity (OMSE) opportunities during the phase 4 programme. Delivery numbers by FHAA are still to be confirmed but are anticipated to be 251 properties. As a result of the Council budget decision, an additional 336 council new build properties and 350 FHAA new build properties will now be delivered. A further 37 property acquisitions will be made in 2025/26.

3.0 Updated Resource Planning Position

- 3.1 The recent Scottish Government announcement of £768m funding for affordable housing delivery will have a positive impact on the Resource Planning Assumptions (RPA) assumptions for the Fife Phase 4 AHP 2024-29.
- 3.2 The advice received from the Scottish Government More Homes Division is that the 2025-26 draft budget “more than reinstates” the AHSP to 2023-24 levels”. Civil Servants have advised that Fife Council should assume a new minimum 2025/26

RPA of £34.556m which is the same as the 2023/24 RPA. This will equate to an increase of £8.319m to our current assumed RPA. It must be noted that the increase in affordable housing funding has been confirmed for 1 year only but that the Scottish Government has also advised that the Council should assume this level of funding for the next 4 years.

- 3.3 This will facilitate a review of the prioritisation of sites and number of houses included in the Phase 4B programme 2026-29.

4.0 Housing Emergency Response – Sustaining Affordable Housing Supply

- 4.1 The decision to reduce the Affordable Housing Budget by Scottish Government for 2024/25 was the catalyst for the Council to declare a Housing Emergency in Fife and was a significant influence in other local authority areas. While the housing subsidy budget has been restored to 2023/24 levels, the decision has had significant implications across the housing sector which is noted in the most recent site approval and completion statistics confirming a slowdown in affordable and market housing developments in Scotland. Housing sites due for site start in the Fife SHIP in 2024/25 have had to be prioritised with some sites being delayed.
- 4.2 Since March 2024, the Housing Emergency Action Plan (HEAP) Board have considered a range of factors which could have an implication on the supply programme moving forward. The Board has considered reports on a number of high impact potential interventions by the Council and partners to mitigate the Housing Emergency over the next 3 years. The Board has focused on alternative delivery models for affordable housing which have been applied in other areas of Scotland, building the right houses in the right places and how property acquisitions from the private housing sector can assist with the prevention of homelessness and adding to the pool of Housing Revenue Account properties available for let to tenants and homeless people.
- 4.3 These areas are complex and dynamic, forming a particular strand of short- and medium-term housing emergency responses. The HEAP Board will report to Cabinet Committee by June 2025 with options and proposals for Members' consideration over the short term.

5.0 Conclusions

- 5.1 Progress continues to complete the ongoing phases of Fife's Affordable Housing Programme.
- 5.2 Phase 3 delivery will conclude by October 2026 delivering 3,500 affordable homes. The TAHF will deliver 930 additional homes by December 2025. Both phases include OMT and OMSE transactions and are being delivered by Fife Council and FHAA partners.
- 5.3 Phase 4 currently has an identified total of 244 units to be delivered by Fife Council. FHAA delivery is anticipated to be 251 units. However, this is still to be confirmed.

- 5.4 The recent Scottish Government announcement of £768m funding for affordable housing delivery in 2025/26 has had a positive impact on the RPA assumptions for the Fife Phase 4 AHP. This will facilitate a review of the prioritisation of sites and number of units included in the Phase 4 programme, as reported to the Council meeting on 20th February 2025.
- 5.5 All of the available Scottish Government housing subsidy will be utilised in continuing to deliver the Affordable Housing Programme for Fife.

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Appendix 1 - Completions - Financial Year

	Phase II Period	Phase II Period	Phase II Period	Phase II Period	Phase II Period	Phase III Period	Phase III Period	Phase III Period	Phase III Period	Phase III Period	Phase TAHP Period	Phase TAHP Period	Phase IV A Period	Phase IV A Period	Phase IV B Period	Phase IV B Period	Phase IV B Period	Phase V	Phase V	Phase V	Phase V	Phase V	TOTAL
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
Phase II FC New Build	70	73	4	219	266	579	21																1232
Phase II FC Acquisitions	0	0	1	2	16	1	0																20
Phase II OMSE	31	46	38	53	123	0	0																291
Phase II FHAA	248	130	168	203	73	144	0																966
Phase II Other AH	12	4	51	86	2	0	36																191
Phase III FC New Build Complete						0	9	167	107	109	122	165	112	19	187	51							1048
Phase III FC Acquisitions						9	13	24	83	37	11	0	0	0	0	0							177
Phase III OMSE						128	115	57	31	19	0	0	0	0	0	0							350
Phase III FHAA Complete						98	183	372	246	260	450	279	0	0	0	0							1888
Phase III Other AH						7	0	0	30	0	0	0	0	0	0	0							37
TAHP FC New Build Complete											0	0	152	85	10	142							389
TAHP FC Acquisitions											109	58	9	0	0	0							176
TAHP OMSE											18	34	0	0	0	0							52
TAHP FHAA Complete											1	39	103	171	0	0							314
Phase IV A - FC New Build Programmed													0	24	116	104	0						244
Phase IV A - FC Acquisitions													50	50	0	0	0						100
Phase IV A - OMSE													8	0	0	0	0						8
Phase IV A - FHAA Programmed													0	56	129	47	0						232
Phase IV B - FC New Build Programmed													0	0	104	214	15	93	113	0			539
Phase IV B - FC Acquisitions													0	0	0	0	0	0	0	0			0
Phase IV B - OMSE													0	0	0	0	0	0	0	0			0
Phase IV B - FHAA Programmed													0	0	36	6	60	152	99	30			383
TOTAL	361	253	262	563	480	966	377	620	497	425	711	575	434	405	582	564	75	245	212	30	0	0	8637

Period Completions	Number (ALL)	Program	Target
Phase II Period (June 2012 - May 2017)	1919	PH2 Project	2700
Phase III (June 2017 - May 2022)	2885	Ph 3 Project	3500
TAHP (June 2022 - May 2024)	1286	TAHP	931
Phase IV A (June 2024 - May 2026)	839	PhIVA	584 *50 Acquisitions per year for Phase A period
Phase IV B (June 2026 - May 2029)	1221	PhIVB	922 * No targets set for OMSE or Acquisitions
Pjase IV B Projects completion post May 2029	487		
	8637		8637

13 March 2025.
Agenda Item No. 13

Tackling Dampness and Mould in Council Houses – Update on Progress

Report by: John Mills, Head of Housing Services and
John Rodigan, Head of Environment and Building Services

Wards Affected: All

Purpose

This report was requested by the Committee to update on the work to date that Council Services have taken to support the Council's landlord role, to ensure that the incidence of condensation, dampness and mould in our council houses is being more efficiently managed to mitigate the effects of Damp & Mould for wellbeing of council tenants and their families.

The report asks Member to note the changes made in managing cases and the improvement in performance in responding to tenants' enquiries.

Recommendations

Members are asked to:

- (1) note the changes made in processing reports of dampness and condensation.
- (2) note the benefits in the use of DRS
- (3) Consider the outcomes and performance results

Resource Implications

Resourcing the dedicated Dampness and Condensation staff team in Housing & Building Services will be achieved through use of the existing HRA Revenue and Capital Budgets for 2025/6.

Legal & Risk Implications

There are legal, health and reputational risks of failure to effectively tackle dampness, condensation and black mould in council housing. The UK Government in England and the Housing Regulator have required social landlords to act to reduce the risk to health and wellbeing.

Impact Assessment

An impact assessment is not necessary at this point as no change to existing policy is being proposed.

Consultation

Consultation is ongoing with the Fife Tenants Forum, Tenants Information Service (TIS), Chartered Institute of Housing (CIH), Association of Local Authority of Chief Housing officers (ALACHO) and the Scottish Federation of Housing Associations (SFHA).

1.0 Background

- 1.1 Following the publication of the 2022 Coroner's Report in England into the death of Awaab Ishak and the subsequent dissemination of the main findings, Housing Services moved quickly to begin a formal review of the Council's current approach to tackling complaints of dampness, condensation and black mould. Following a request from Cabinet Committee, the Head of Housing issued an Elected Members Brief on 24th November 2022 which outlined a series of steps to be taken to take forward the review.
- 1.2 That review resulted in a change from one dedicated Damp & Condensation officer to a team of seven officers with a dedicated email address set-up to collate the referrals from the contact centre and local offices.
- 1.3 Together with the increased team, a review of the information provided to tenants was undertaken with a new Dampness & Condensation information pamphlet being designed and the councils website being updated.
- 1.4 Despite the additional staff being utilised to engage with tenants the process utilised a manual process of monitoring the email in box, transferring the enquiries to a spreadsheet for the dedicated staff to pick up the address, visit the properties, issue any repair lines identified and update the spreadsheet.
- 1.5 Officers agreed that at this stage that a more efficient way of working was required, and it was agreed to utilise the Dynamic Resource Scheduling (DRS) system to schedule appointments and manage the staff diaries.

2.0 Implementation of DRS

- 2.1 From April 2024, all reports of dampness and condensation were raised through the Housing Management System, Cx. For all reports of suspected condensation, mould or dampness a ticket is raised on Cx.
- 2.2 The job tickets will be allocated to the team who will go out and do a visit. Notes from the visit and the works will be on Cx. Dedicated staff will then visit the properties giving relevant advice and where appropriate instruct remedial measures or refer for additional support.
- 2.3 The implementation of DRS has reduced significantly the additional administrative time the staff require to input repairs, update notes on the spreadsheet and provide feedback to the local office. Repairs identified during visit are now being ordered in the property via the DRS handset.
- 2.4 Prior to the move to the DRS handset, there was a back log of 735 visits that had been estimated to take 5- 6 weeks to clear. This backlog was cleared in 10 days confirming the efficiencies and benefits of utilising the DRS system.

3.0 Additional support

- 3.1 Where underheating and fuel poverty is considered a contributing factor to condensation and mould, a financial support can be provided to tenants. So far in 2024/25, 445 payments have been made to tenants totalling £56,644. Tenants will also be referred to our partners in Cosy Kingdom for budget and energy advice together with assistance for income maximisation.
- 3.2 Along with the advice and support given at a home visit, tenants are also provided with a Hygrometer which provides a visual reading for temperature and relative humidity. When the temperature is below 16 degrees centigrade and humidity is above 65%, there is an increased risk of condensation and that potentially can lead to black mould. When these conditions exist, the tenants are advised to heat and ventilate more although we do appreciate that this can be challenging given the current cost of fuel and the cost-of-living crisis.
- 3.3 In circumstances where the fabric of the property is breached, through blocked gutters, leaky roofs or windows, urgent action is taken through Building Services to repair or replace components. The HRA Capital Plan in 2024/25 has enabled up to an additional £5m for roof replacements.

4.0 Current Position

- 4.1 The efficiencies of the DRS system have resulted in the team being reduced to 3 officers and a Housing Professional now delivering home visits and commission repairs as required.
- 4.2 Since the start of using DRS on the 8th April 2024, the results are;
- | | |
|---------------------------------------------|----------------|
| Number of referrals – | 2,353 |
| Number of referrals closed with access – | 1,849 |
| Number of referrals closed with no access - | 504 |
| Spend on associated repairs - | £116,742 |
| Time from reporting to closure – | 3 days average |
| Number of visits advice only given – | 370 |
- 4.3 In the last 2 years, the number of referrals has been 2022/23 - 614 and 2023/24 - 673. Although it would appear to be a significant increase in the volume of referrals this year the DRS system records every requested visit and, in some cases, the same household can request multiple visits which are all recorded and allocated in the scheduling system for the property to be visited. BTS are currently seeking a solution to be able to filter out repeated requests to be able to report total number of unique properties requesting assistance.

5.0 Conclusions and Recommendations

- 5.1 The utilisation of the DRS system has increased the efficiency of the team and improved performance and outcomes for the tenant's experiencing dampness and condensation issues.
- 5.2 The volume of referrals appears to be reducing as several repairs have been undertaken reducing the ingress of dampness to the due to minor roofing, rainwater and roughcast repairs mitigating the issue of dampness. Condensation continues to be a concern and Housing Services staff will continue to respond and support tenants experiencing these issues.
- 5.3 Members are asked to consider the changes in the process and the impact on performance.

John Mills
Head of Housing Services

List of appendices:

- 1. Summary of EQIA

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13 March 2025
Agenda Item No. 14

2024-25 Revenue Monitoring Projected Outturn – Communities Service

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate & the Housing Revenue Account (HRA) which are areas in scope of the People & Communities Scrutiny Committee.

Recommendations

Committee is asked to consider the current financial performance and activity as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 The purpose of this report is to advise Members of the projected outturn for the Communities Directorate and the HRA for the 2024-25 Revenue Budget, and to highlight the major variances as at August 2024.
- 1.2 For 2024-25 no specific savings proposals were approved by the Council as part of the Revenue Budget. There is therefore no requirement to include a Savings Tracker as part of financial reporting for the 2024-25 financial year.

2.0 Projected Outturn

2.1 Projected Outturn

- 2.1.1 There is a projected variance of (£3.097m) for the Communities Directorate, this is a movement of (£4.749m). A summary of the 2024-25 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. Where there are significant variances (+/-£0.250m) to budgets a brief explanation is provided at Section 3.
- 2.1.2 The HRA is projecting nil net balances for 2024-25. There is a planned withdrawal from balances of £2.722m which has been approved at Cabinet Committee and Full Council.

3.0 Major Variances

Communities & Neighbourhoods - Projected Underspend £0.656m, movement of (£1.017m)

- 3.1 Fife Sports and Leisure Trust have an estimated total deficit £0.150m. Council officers continue to review and work with the Trust to reduce this deficit. Community Use and Halls and Centres where there is an under-recovery of income of £0.567m. Work continues to develop and implement a more targeted approach to marketing and consultation with communities to ensure they are offering what communities want and that there are no barriers preventing the community from accessing these services.
- 3.2 Unachieved historical savings of £0.339m are being offset by a projected underspend of (£0.398m). This underspend is due to a reduction in the level of funding required by the Opportunities for All programme. The remaining overspend is offset by (£0.271m) external funding received for expenditure incurred in 2023/24, staff vacancies across the service and Area Budget underspend of (£0.759m) due to lower than anticipated funding being committed to date. The remaining overspend is offset by staffing vacancies across the service.
- 3.3 The movement of (£1.031m) relates to the reduced support required from FCT of (£0.594m) and an increase in the Area Budget underspend.

Children and Families – Projected Underspend (£1.558m), movement of (£3.358m)

- 3.6 There is a projected overspend of £3.048m on purchased placements, which is mainly due to the full year effect of placements made during the previous year. Projected overspends of £0.488m on continuing care, £0.420m on Direct Payments, and £0.252m on throughcare rents, all in line with last year's spend are also included. Overspend on £0.737m on Children Affected by Disability (CABD) respite due to a new ongoing high-cost package,
- 3.7 These projected overspends are partially offset with projected underspends of (£0.624m) overachievement of income for Unaccompanied Asylum Seeking Children, (£0.997m) on family placements such as foster care and kinship, (£2.869m) staffing due to staff turnover and budget for permanent posts/staff who are currently undertaking other work, and (£1.297m) Whole Family Wellbeing (WFW) funding which will be carried forward into 2025/26 to support the planned spend for next year.
- 3.8 The movement is due to a reduction of (£0.428m) in forecasted pay costs due to staff turnover and continued vacancies, (£0.757m) in family placements foster care & kinship placements, (£0.284m) for additional asylum seeking children funding due to an increase in packages and (£1.282m) in purchased placements which is mainly due to additional £1m budget to offset the purchased placements pressure alongside a number of ended packages.

Criminal Justice Service (CJS) – Projected Underspend (£0.952m), movement of (£0.139m)

- 3.9 The projected underspend of (£0.952m) has arisen on the permanent flexible element of CJS funding and is due to staff turnover creating vacant substantive posts as staff have been redeployed to undertake Covid and Bail Funded work. The funding for this work is temporary. There may be a requirement for the Service to fill some of these posts going forward and this may reduce the level of underspend in future reports. A further factor in the underspend is that, whilst this report covers service managed budget, a proportion of the underspend is in respect of central support services, which are allowable within the grant funding, but are not charged to services within this report.

Housing Revenue Account - Net Balance nil, movement nil

Repairs & Maintenance – Projected Underspend (£0.452m), movement (£0.381m)

- 3.10 The movement of (£0.381m) is mainly due to a reduction on the demand led responsive repairs forecast. This has been partially offset by costs associated with restructuring the concierge and caretaking service.

Cost of Borrowing – Projected Underspend (£0.965m), movement (£0.962m)

- 3.11 The forecast cost of borrowing has reduced since the last monitoring report due to updated interest cost assumptions.

Revenue Contribution (Including CFCR) – Projected Underachievement (£0.874m), movement £1.539m

- 3.12 The CFCR is projected to underachieve in year due to in-year overspends elsewhere in HRA. The result is a lower than planned contribution to the HRA Capital Programme. There will be an impact on the Capital Plan and the funding required to support the HRA Capital Programme as a result of the reduced CFCR.

Voids – Projected Underspend (£0.290m), Movement nil

- 3.13 Improvements in the Change of Tenancy process has resulted in a reduction in the number of days which properties are empty for, resulting in a reduction in voids rent loss for dwelling rents anticipated in year. The service is working to reduce dwelling rent voids to 1% by the end of 2024-25 which will help to offset pressures across the HRA.

Bad or Doubtful Debts – Projected Overspend £0.891m, movement £0.891m

- 3.14 The overspend and movements relates to bad debts of mainstream rents due to an increase in the level of rent arrears for both current and former tenants in recent years. This is partially a result of a restrictions placed on debt control methods such as evictions during the Covid-19 pandemic. These restrictions have now been lifted and the service are working to improve levels of rent collection moving forward.

Other Expenditure – Projected Overspend £2.032m, movement (£0.128m)

- 3.15 The overspend mainly relates to hostels which is projecting an overspend of £1.573m. Hostels have a high operating cost which has continued to cause a pressure for the HRA. The Homelessness service are working on delivery models which will look to reduce or eliminate the hostels overspend. This will include measurements proposed in the Fife's Homelessness Reduction Plan 2023-25 presented to Cabinet Committee on 5th October 2023.
- 3.16 The remaining overspend mainly relates to forecasts on property insurance £0.218m and grounds maintenance £0.224m. Property insurance costs are estimated to be 20% higher than the previous financial year which has resulted in the overspend in year. Consideration is being given to the potential further pressure that Property Insurance may put on the HRA in future years.

4.0 Conclusions

- 4.1 There is a projected variance of (£3.097m) for the Communities Directorate, this is a movement of (£4.479m).
- 4.2 The HRA is projecting nil net balances for 2024-25. There is a planned withdrawal from balances of £2.722m which has been approved at Cabinet Committee and Full Council.

List of Appendices

- 1 Projected Outturn 2024-25 Summary Communities Directorate
- 2 Projected Outturn 2024-25 Housing Revenue Account

Background Papers

None

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BUDGET MONITORING REPORT SUMMARY PEOPLE AND COMMUNITIES								Appendix 1	
COMMUNITIES	Dec							Oct	
	CURRENT BUDGET	COVID FORECAST	NON-COVID FORECAST	FORECAST	VARIANCE	VARIANCE	PREVIOUS REPORTED VARIANCE	MOVEMENT FROM PREVIOUS REPORTED VARIANCE	
	2024-25 £m	2024-25 £m	2024 -25 £m	2024 - 25 £m	£m	%	£m	£m	
TOTAL COST OF SERVICES	179.115	0.003	176.016	176.018	(3.097)	-1.73%	1.653	(4.749)	
LESS: CORPORATELY MANAGED ITEMS	11.487	0.000	11.487	11.487	0.000	0.00%	0.000	0.000	
SERVICE MANAGED NET BUDGET	167.629	0.003	164.529	164.532	(3.097)	-1.85%	1.653	(4.749)	
ANALYSIS OF SERVICE MANAGED BUDGET									
COMMUNITIES & NEIGHBOURHOODS	58.983	0.003	58.324	58.327	(0.656)	-1.11%	0.361	(1.017)	
GFH - HOUSING & NEIGHBOURHOOD SERVICES	18.277	0.000	18.389	18.389	0.112	0.61%	0.330	(0.218)	
COMMUNITIES EXECUTIVE DIRECTOR	0.246	0.000	0.258	0.258	0.012	4.71%	0.025	(0.014)	
CHILDREN & FAMILIES	72.843	0.000	71.285	71.285	(1.558)	-2.14%	1.800	(3.358)	
CRIMINAL JUSTICE SERVICE	0.458	0.000	(0.494)	(0.494)	(0.952)	-207.78%	(0.813)	(0.139)	
CUSTOMER & ONLINE SERVICES	16.822	(0.000)	16.767	16.767	(0.055)	-0.33%	(0.050)	(0.004)	
	167.629	0.003	164.529	164.532	(3.097)	-1.85%	1.653	(4.749)	
SUBJECTIVE GROUPING									
SERVICE MANAGED NET BUDGET	167.629	0.003	164.529	164.532	(3.097)	-1.85%	1.653	(4.749)	
INCOME	(42.467)	(0.000)	(46.630)	(46.630)	(4.164)	9.80%	(3.698)	(0.466)	
EXPENDITURE									
EMPLOYEE COSTS	91.180	(0.001)	87.170	87.169	(4.010)	-4.40%	(3.188)	(0.822)	
PREMISES RELATED EXPENDITURE	18.825	0.000	19.614	19.614	0.789	4.19%	0.789	0.000	
TRANSPORT RELATED EXPENDITURE	2.288	0.000	2.283	2.283	(0.005)	-0.20%	(0.025)	0.020	
SUPPLIES & SERVICES	20.943	0.004	19.253	19.257	(1.686)	-8.05%	(1.233)	(0.453)	
THIRD PARTY PAYMENTS	68.595	0.000	74.634	74.634	6.040	8.80%	9.051	(3.011)	
TRANSFER PAYMENTS	5.343	0.000	5.206	5.206	(0.137)	-2.56%	(0.068)	(0.069)	
SUPPORT SERVICES CHARGES	2.923	0.000	2.998	2.998	0.075	2.58%	0.024	0.051	
	210.095	0.003	211.159	211.162	1.067	0.51%	5.351	(4.284)	
TOTAL	167.629	0.003	164.529	164.532	(3.097)	-1.85%	1.653	(4.749)	

HOUSING REVENUE ACCOUNT (HRA) 2024-25					Appendix 2 MOVEMENT FROM PREVIOUS REPORTED VARIANCE	
	CURRENT BUDGET 2024-25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	PREVIOUS REPORTED VARIANCE £m
Budgeted Expenditure						
Repairs & Maintenance	47.299	46.847	(0.452)	-0.96%	(0.071)	(0.381)
Supervision & Management	21.779	21.810	0.031	0.14%	0.046	(0.016)
Funding Investment:						
Cost of Borrowing	39.153	38.189	(0.965)	-2.46%	(0.003)	(0.962)
Revenue Contribution (including CFCR)	23.409	22.534	(0.874)	-3.74%	(2.414)	1.539
	131.639	129.379	(2.260)	-1.72%	(2.440)	0.180
Voids	2.571	2.281	(0.290)	-11.27%	(0.290)	0.000
Housing Support Costs	(0.467)	(0.474)	(0.007)	1.45%	(0.007)	0.000
Garden Care Scheme	0.446	0.487	0.041	9.25%	(0.059)	0.100
Bad or Doubtful Debts	2.908	3.798	0.891	30.64%	0.891	0.000
Other Expenditure	12.261	14.293	2.032	16.58%	2.160	(0.128)
	149.357	149.765	0.408	0.27%	0.255	0.152
Financed By:						
Dwelling Rents (Gross)	(139.112)	(139.304)	(0.192)	0.14%	(0.029)	(0.162)
Non Dwelling Rents (Gross)	(3.774)	(3.719)	0.055	-1.45%	0.063	(0.008)
Hostels - Accommodation Charges	(2.257)	(2.440)	(0.183)	8.12%	(0.183)	0.000
Other Income	(1.492)	(1.579)	(0.087)	5.84%	(0.105)	0.018
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(2.722)	(2.722)	0.000	0.00%	0.000	0.000
	(149.357)	(149.765)	(0.408)	0.27%	(0.255)	(0.152)
Net Balance	0.000	0.000	0.000	0.00%	0.000	0.000

13 March 2025

Agenda Item No. 15

2024-25 Capital Plan Projected Outturn – Communities

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities Directorate

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2024-25 financial year.

Recommendation(s)

Committee is asked to consider the current performance and activity for the 2024-25 Capital Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2024-25. At this stage it is forecast that the projected expenditure will be £136.023m, resulting in a variance of (£16.818m).
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the actual expenditure and income against budget for each project. A brief explanation of any significant forecast variances is provided at section 3 within this report.

2.0 Governance

- 2.1 On 21 June 2016 the Executive Committee approved revised governance and scrutiny arrangements for major capital projects. At that meeting the Committee agreed an enhanced level of reporting on capital projects through the quarterly capital expenditure monitoring report.
- 2.2 Major projects are defined as projects with a value of £5m and over. Projects with a value of less than £5m may also be subject to enhanced governance and scrutiny arrangements where there may be greater risk of overspend against budget, a risk of overrun on timescales or where expected benefits may not be delivered. The Investment Strategy Group is currently working to identify these projects as part of a review of the Capital Plan. Elected members will also be able to suggest when a particular project should be scrutinised in more detail.

3.0 Issues, Achievements & Financial Performance

Key Issues / Risks

- 3.1 Appendix 1 details the total cost projected position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. At this stage of the financial year there are no key issues associated with the major projects.
- 3.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials, the consequences of which have been considered and reflected in the Capital Investment Plan review which was approved by Fife Council on 22 June 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan

and the overall scale of any additional costs or further delays will be considered as part of the review of the Capital Investment Plan.

- 3.3 These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

Major Projects – Potential Risks and Actions

- 3.4 There is a variance of £0.500m on Glenwood Regeneration project as a result of the Compulsory Purchase Orders being higher than anticipated.
- 3.5 Abbeyview Integrated Hub is projecting an underspend of (£2.073m) due to lower than anticipated tender costs.
- 3.6 The Golf Depot Hub is projecting an underspend of £0.671m at present but discussions are ongoing in relation to this project with expenditure expected in 2024-25 and 2025-26.
- 3.7 Reprovision Glenmar Childrens Home underspend is £0.625m due to the dynamics of the project changing from a new build proposal to a refurbishment of a purchased property.

Financial Performance – 2024-25 Projected Outturn

- 3.8 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2024-25. The appendix shows a projected outturn of £136.023m against a Capital Investment plan of £152.841 m, a spending level of 89%.
- 3.9 The reasons for significant variances (+/-£0.500m) are detailed below.
- 3.10 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

Significant Variances

Area Community & Corporate Development – Variance of (£7.253m)

- 3.11 Countryside has an underspend of (£0.472m) the majority of which relates to using inhouse services rather than sourcing these externally. (£0.109m) remains uncommitted. Sports and Golf Programme has an underspend of (£0.759m) due to the Golf Depot costs being less than anticipated. Community Facilities has an advancement of £0.411m, due to the advancement of enabling works on site for Templehall Integrated Community Hub.
- 3.12 Improving Health Through Leisure and Sport has slippage of (£0.759m) within approved projects relating to several playpark projects across Fife. These projects

are delayed aligning with the outcome of the play space strategy which is to be agreed by each area committee and the desire to involve communities to seek match funding against council and Scottish Government funding for play parks. Budget of (£0.159m) remains unallocated

- 3.13 Sport & Leisure Facilities has slippage of (£3.002m), (£1.009m) is relating to enabling works issues causing a delay to starting on site for Cowdenbeath Leisure centre. Budget of (£0.470m) remains unallocated. The remaining slippage is due to Synthetic Turf Pitch costs being less than anticipated alongside securing external funding.
- 3.14 Area Capital Investment has slippage of (£0.369m) relating to several playpark projects across Fife, these projects are delayed aligning with the outcome of the play space strategy and the desire to involve communities to seek match funding against Council and Scottish Government funding for play parks. Fife Tourism infrastructure has slippage of (£0.374m), projects have now been identified to utilise this funding.
- 3.15 Plant & Machinery Replacement programme has slippage of (£0.466m), this is a result of a delay to the replacement of machinery with Fife Golf Trust. Discussions are ongoing to identify additional budget to enable the replacement programme to commence. Parks development projects have slippage of (£1.393m) due to the utilisation of the Play Park Renewal funding over core budget.

Area Community & Corporate Income – variance £1.267m

- 3.16 The variance of £0.935m relates to Back Burn Restorations project income. Income is drawn down once expenditure has been incurred. £0.297m relates to playpark development projects.

Children & Families – slippage (£0.652m)

- 3.17 There has been delays in the detail design stage of Glenmar House as design and procurement had taken longer than expected. Review of design and cost is ongoing.

Housing Revenue Account – variance (£8.792m)

Specific Needs/Sheltered Housing – slippage (£3.512m)

- 3.18 There is slippage of (£3.512m) relating to the Property Acquisition Programme. Spend is prioritised to maximise the subsidy available and it is anticipated that 37 properties will be purchased this financial year using the available subsidy in year. The slippage will be used to fund the acquisition of more properties in future years, again, maximising the use of available subsidy and ensuring best value for tenants.

Affordable Housing – slippage (£5.773m)

- 3.19 There is slippage within the affordable housing programme (£5.773m) against a budget of £73.624m. This is partly due to delays at some sites with spend slipping into future years. Due to the high level of spend per site, a delay in project start date start dates can cause a material level of slippage.

Structural Works Specialist – advancement £0.780m

- 3.20 The advancement in Structural Works of £0.780m relates to a high retaining wall project in Newburgh which had health and safety concerns.

4.0 Conclusions

- 4.1 The total 2024-25 approved programme for the areas in scope of this Committee is £152.841m. The projected level of expenditure is £136.023m, which represents 90% of the total programme, resulting in a variance of (£16.818m).
- 4.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report by Service

Background Papers

None

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Project	Theme	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Abbeyview Integrated Hub	Thriving Places	9.506	7.433	(2.073)	-21.80%	Current Project	2024-25
Templehall Community Hub	Thriving Places	15.304	15.304	-	0.00%	Current Project	2026-27
Cowdenbeath Leisure Centre - Phase 2	Thriving Places	7.407	7.407	-	0.00%	Current Project	2025-26
East Sands Redevelopment Project	Thriving Places	6.000	6.000	-	0.00%	Future Project	2026-27
Affordable Housing	Housing Revenue Account	205.092	205.092	-	-	Future Project	2027-28
Swan and Memorial High Rise	Housing Revenue Account	7.002	7.002	-	0.00%	Future Project	2026-27
Total Major Projects over £5.000m		250.311	248.239	(2.073)	-0.83%		
Silverburn	Thriving Places	4.000	4.000	-	0.00%	Current Project	2025-26
Glenwood Regeneration	Thriving Places	2.529	3.029	0.500	19.77%	Current Project	2024-25
Back Burn Restoration	Thriving Places	1.513	1.513	-	0.00%	Current Project	2025-26
Beacon Leisure Centre - Upgrade Enhancements	Thriving Places	1.000	1.000	-	0.00%	Future Project	2026-27
Inverkeithing Community Swimming Pool	Thriving Places	1.000	1.000	-	0.00%	Future Project	2028-29
Lochgelly Community Hub	Thriving Places	1.000	1.000	-	0.00%	Future Project	2026-27
River Leven Restoration	Thriving Places	2.161	2.161	-	0.00%	Current Project	2025-26
Rockgelly	Thriving Places	1.186	1.186	-	0.00%	Current Project	2024-25
Lochore Meadows Phase 2	Thriving Places	1.152	1.152	-	0.00%	Completed Project	2024-25
Golf Depot Hub Glenrothes	Maintaining Our Assets	1.650	0.979	(0.671)	-40.68%	Future Project	2025-26
Affordable Housing	Housing Revenue Account	20.753	20.753	-	-	Ongoing Project	On-going
Glamis Road Kirkcaldy	Housing Revenue Account	1.711	1.711	-	0.00%	Future Project	2026-27
Reprovision Glenmar Childrens Home	Opportunities for All	2.525	1.900	(0.625)	-24.75%	Future Project	2025-26
Total Major Projects over £1.000m		42.180	41.384	(0.796)	-1.89%		
Total Major Projects		292.492	289.623	(2.869)	-0.98%		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	3.210	1.794	3.278	0.068	102%
Countryside Programme	2.459	1.513	1.987	(0.472)	81%
Libraries, Museums, Galleries & Theatres	0.030	(0.023)	0.016	(0.014)	53%
Plant & Machinery Replacement Programme	0.466	-	-	(0.466)	0%
Major Parks Programme	0.040	0.000	0.000	(0.040)	0%
Allotments Programme	0.309	0.135	0.278	(0.031)	90%
Parks Development Projects	3.547	1.278	2.154	(1.393)	61%
Future of Leisure	-	-	-	-	0%
Sports & Golf Programme	0.841	0.039	0.081	(0.759)	10%
Improving Health Through Leisure & Sport	1.090	0.286	0.331	(0.759)	30%
Area Community Facilities	3.951	3.403	4.362	0.411	110%
Area Capital Investment	0.459	0.029	0.090	(0.369)	20%
Sport and Leisure Facilities	7.485	2.727	4.483	(3.002)	60%
Fife Tourism Infrastructure Programme	0.523	0.086	0.149	(0.374)	0%
Sports, Leisure and Community Assets	0.163	0.066	0.110	(0.054)	67%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	24.574	11.334	17.321	(7.253)	70%
Disability Adaptations	1.200	1.101	1.200	-	100%
TOTAL GENERAL FUND HOUSING	1.200	1.101	1.200	-	100%
Minor Works	1.025	0.774	1.025	-	100%
Policy Options	1.588	0.500	1.018	(0.569)	64%
Regeneration/Estates Action	1.547	1.283	1.743	0.196	113%
Component Replacement	34.500	24.949	34.500	-	100%
Specific Needs/Sheltered Housing	10.798	5.847	7.285	(3.512)	67%
Structural Works (Specialist)	1.381	0.992	2.161	0.780	156%
Affordable Housing	59.046	50.823	60.261	1.215	102%
Major Projects	1.455	1.260	1.541	0.086	106%
Affordable Housing Phase 4	14.578	0.197	7.590	(6.988)	52%
TOTAL HOUSING REVENUE ACCOUNT	125.917	86.624	117.125	(8.792)	93%
Looked After Children Homes Re provision	0.800	0.102	0.148	(0.652)	18%
Looked After Children	0.350	0.157	0.229	(0.121)	65%
CHILDRENS CAPITAL	1.150	0.259	0.377	(0.773)	33%
TOTAL EXPENDITURE	152.841	99.319	136.023	(16.818)	89%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	(2.000)	(1.670)	(1.965)	0.035	98%
Countryside Programme	(2.676)	(0.030)	(1.741)	0.935	65%
Allotments Programme	(0.095)	-	(0.095)	-	100%
Parks Development Projects	(0.749)	(0.134)	(0.452)	0.297	60%
Improving Health Through Leisure & Sport	(0.112)	(0.067)	(0.112)	-	100%
Sport and Leisure Facilities	(0.050)	(0.050)	(0.050)	-	100%
Fife Tourism Infrastructure Programme	(0.007)	-	(0.007)	-	100%
Affordable Housing Phase 4	(0.013)	0.001	(0.012)	0.001	94%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	(5.702)	(1.951)	(4.435)	1.267	78%

Regeneration/Estates Action	-	-	-	-	0%
Component Replacement	-	(0.116)	(0.116)	(0.116)	0%
Specific Needs/Sheltered Housing	(1.848)	(1.700)	(2.100)	(0.252)	114%
Affordable Housing	(17.498)	(14.062)	(17.498)	-	100%
TOTAL HOUSING REVENUE ACCOUNT	(19.346)	(15.878)	(19.714)	(0.368)	102%
Looked After Children Homes Re provision	-	-	-	-	0%
Looked After Children	-	-	-	-	0%
CHILDRENS CAPITAL	-	-	-	-	0%
TOTAL INCOME	(25.048)	(17.829)	(24.149)	0.899	96%

13 March 2025
Agenda Item No. 16

2024-25 Revenue Budget Projected Out-turn – Health & Social Care

Report by: Lynne Garvey, Director, Health & Social Care Partnership
Eileen Rowand, Executive Director, Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the 2024-25 projected out-turn at December 2024 and the movement from October 2024 for Fife Council Social Care Services for Adults and Older People.

Recommendation(s)

Committee is asked to consider the current financial performance and activity as detailed in the report.

Resource Implications

None

Legal & Risk Implications

The Service requires to manage the risk to individual clients and the community in Fife whilst undertaking its statutory duties within the budget approved by the Council for 2024-25.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None

1.0 Background

- 1.1 The purpose of this report is to advise Members of the Health & Social Care projected outturn for 2024-25, taking in to account the actual expenditure incurred. Explanations of major variances are highlighted at Section 3. This is the fourth monitoring report to the Scrutiny Committee for the 2024-25 financial year.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of the savings target.
- 1.3 Section 5 of the report summarises the Risk share apportionment for each Partner.

2.0 IJB

2.1 IJB Budget

- 2.1.1 The Health & Social Care Partnership (H&SCP) consists of parts of NHS, Social Care for Adults and Older People and an element of Fife Council Housing, specifically adaptations to houses. It does not include any social care expenditure incurred through Education & Children's Services. The budget is managed by the Integration Joint Board (IJB).
- 2.1.2 The IJB budget was approved on 31 March 2024. The cost to deliver services at existing levels required more funding than was currently available from both partner organisations and therefore a £39m package of savings plan to close the funding gap was presented and approved at that meeting. Additional allocations are awarded in year through Health budget allocations and the current budget for 2024-25 as at December is £730.964m.
- 2.1.3 Total reserves of £4.731m are held by Fife Council on behalf of the IJB. This is made up of £3.496m reserves that are ear-marked for specific use e.g. Mental Health, Community Living Change Plan etc. and, £1.235m of committed reserves which is to cover the cost of replacing existing Analogue Community alarms with Digital alarms. There are no general reserves available for use in 2024-25.

2.2 IJB Integration Scheme

- 2.2.1 To reflect the partnership working between the NHS and Fife Council through the Health & Social Care Partnership, an agreement has been reached on how any overspends should be shared between the partners. This is known as the risk share agreement and is part of the Integration Scheme. The share of Fife Council funds is 39% and NHS funds 61% regardless of where the overspend is incurred. The percentage has changed from the October position, previously 38% and 62% which, is due to budget from retained services moving to delegated services on the NHS side.
- 2.2.2 The H&SC Partnership is managed by the Integration Joint Board (IJB). Included in the budget is the recognition that resources will transfer from the NHS as more care

is moved from a hospital setting to a home or homely setting. The budget and projected outturn to December 2024 includes projected income from NHS of £4.049m for this transfer of resources.

- 2.2.3 Expenditure of £1.623m on adaptations to houses by Fife Council Housing Services is included in the overall budget for IJB. Housing expenditure is reported to this Committee in the Communities Finance reports and is therefore out with the scope of this report.
- 2.2.4 Part of the budget within Fife Council Social Care is excluded from the overall budget managed by IJB. The excluded element is the Contracts team, who manage the commissioning of services. The budget for this area is £1.878m, forecasted expenditure of £2.237m resulting in a overspend of £0.359m. The overspend relates to unachieved staff turnover and additional maintenance costs for the SWIFT system. As this is not part of the budget managed by IJB, 100% of any over- or under-spend is funded by Fife Council.

3.0 Major Variances for Social Care

- 3.1 The budget allocated to Fife Council for Social Care for Adults and Older People is £234.257m which includes the budget for Contracts Team of £1.878m.
 - 3.1.1 The projected overspend prior to risk share for Social Care for Adults and Older People within Fife Council is £20.399m or 8.71% of the net service managed budget which, is an increase of £4.100m from the projected October position. A summary is detailed in Appendix 1. As per the Integration Scheme a recovery plan was agreed at IJB Committee in September to reduce the overspend by £13m, whilst we continue to work on the recovery actions, some actions are at risk due to continued high demand for services by the people of Fife.
- 3.2 **Integrated Complex and Critical Care** has a projected overspend of £4.903m, movement of £1.807m. The main variances and reasons for movement are detailed as follows:
 - 3.2.1 Adults Placements – overspend £7.401m, movement £2.238m

£4.7m relates to the under achievement of Commissioning and Transforming Overnight Care savings. The Commissioning saving of £2.4m is forecasting an under achievement of £2m in the current year, an increase of £1.3m since October due to the delay in establishing resources for a review team. The under achievement of £2.7m of the £3m Transforming overnight care saving is due to scoping out what the model will look like and delays in allocating a dedicated resource which has now been resolved.

£1.4m relates to a greater number of adult packages having been commissioned than the budget available. £0.972m is due to increased demand for taxis transporting service users to college or day care provision and a reduction of £0.195m in Housing Benefit Income with the move to Universal Credit.

The movement is due an increase in forecasted adult packages based on recent

trends, which has had a direct impact on not being able to achieve the Commissioning saving.

3.2.2 Adults Supported Living – underspend (£1.139m), movement (£0.232m)

Within Community Support Services – vacancies are being held whilst the future design of the service is established.

3.2.3 Social Care Fieldwork Teams – underspend (£1.646m), movement (£0.603m)

The underspend mainly relates to staffing due to delays in recruitment.

3.3 **Integrated Community Care Services** has a projected overspend of £13.978m, movement £2.445m. The main variances and reasons for movement are detailed as follows:

3.3.1 Care at Home (CAH) – overspend £5.280m, movement £0.573

The main variance is due to £2.986m overspend on Care at Home packages due to more packages being commissioned than budgeted. £0.795m overspend on Travel and Fleet, £0.224m overspend on Meals on Wheels and £0.074m on Community Alarms.

£1.150m relates to the under achievement of the Single-Handed Care saving £1.5m in total, this is an increase of £0.400m since October and is the main reason for the movement. The review team started in October and to December £0.205m saving has been achieved however, due to the short time left to the end of March the forecasted achievable saving has been reduced to £0.350m.

3.3.2 Older People Residential & Daycare – overspend £2.195m, movement £0.188m

The main variance is due to projected costs for Agency across Care Homes of £2.379m and £0.703m on Catering and Cleaning charges. This cost is partially offset by vacancies (£0.932m) and over-recovery of income (£0.209m) which is in line with last year. Close monitoring of Agency is ongoing.

The movement is due to the balance of the Agency saving £0.200m which, is at risk due to increased complex cases and sickness absence.

3.3.3 Older People Nursing & Residential – overspend £5.837m, movement £1.700m

There is a projected overspend in Long Term care beds £6.6m and Assessment beds of £0.616m due to a greater number of beds being utilised than budget available. £0.262 budget was transferred to Care at Home to fund the Red Cross test of change at Queen Margaret. The overspend is partly offset by (£4m) over recovery on Income.

£2m relates to the under achievement on re-provision of Care Home beds saving which totals £2.5m. This is an increase of £1.5m since October and is the main reason for the movement. Since mid-December there has been a steady reduction in Assessment bed numbers however, demand for long term Nursing and Residential beds is still high.

3.3.4 Occupational Therapy & Fife Equipment Loan Store – overspend of £0.721m, movement £0.051m

The overspend is mainly due to the increased cost of equipment in the Loan Store. Equipment such as beds, dynamic mattresses, riser recliner chairs, toileting and bathing equipment have all increased in price as has shipping costs and are all essential to support hospital discharge and prevent admission into hospital or long-term care.

3.4 Integrated Professional & Business Enabling has a projected overspend of £1.159m, movement (£0.142m).

The overspend is related to a shortfall in the pay award, an increase in maintenance costs for SWIFT system and an overspend on Carers Act.

The movement is mainly due to an increase in vacancies.

4.0 Progress on Budget Savings

4.1 This section details revenue budget savings for Social Care for Adults and Older People, detailing achievements against the current year approved budget savings as at March.

4.2 Of the overall IJB savings plan £39m, £22m is expected to be achieved overall, leaving a shortfall of £17m unachieved. Fife Council Health and Social Care's allocation was £11.870m along with previously unmet savings of £5m (£4m was funded by reserves last year and £1m made on a temporary basis), giving total savings of £16.870m which require to be met in 2024-25 to balance the IJB budget. The service expects £6.815m (57% of target) to be achieved leaving unachieved savings of £10.055m.

5.0 Position after Risk Share

5.1 The risk share agreement means that the council is obligated to meet 39% of the overall IJB overspend. The overall projected position of the IJB at December, both NHS and Fife Council, is an overspend of £37.718m.

The risk share stipulates that any remaining overspend is to be funded 61% (£23.008m) from NHS and 39% (£14.710m) from Fife Council. The terms of this agreement mean that Health will transfer £5.320m to Fife Council per Appendix 2.

6.0 Conclusions

6.1 The projected outturn for Social Care for Adults and Older People for the 2024-25 financial year as at December 2024 is overspend of £20.399m, £5.320m will be received from the NHS as per the directions of the IJB leaving a net projected overspend of £15.079m for Fife Council which includes the variances relating to Contracts and Housing.

List of Appendices

Appendix 1: Social Care – Revenue Budget 2024-25

Appendix 2: Risk Share

Report Contacts:

Ashleigh Allan

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BUDGET MONITORING REPORT SUMMARY					Appendix 1	
PEOPLE AND COMMUNITIES						
HEALTH AND SOCIAL CARE						
	£m	£m	£m		£m	£m
TOTAL COST OF SERVICES	234.572	254.971	20.399	8.70%	16.299	4.100
LESS: CORPORATELY MANAGED ITEMS	0.315	0.315	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	234.257	254.656	20.399	8.71%	16.299	4.100
ANALYSIS OF SERVICE MANAGED BUDGET						
INTEGRATED COMMUNITY CARE SERVICES	116.991	130.969	13.978	11.95%	11.532	2.445
INTEGRATED COMPLEX AND CRITICAL SERVICES	117.316	122.220	4.903	4.18%	3.096	1.807
H&SC PROFESSIONAL AND BUSINESS ENABLING	(1.928)	(0.769)	1.159	-60.13%	1.301	(0.142)
FC CONTRACTS	1.878	2.237	0.359	19.11%	0.369	(0.011)
HEALTH AND SOCIAL CARE	234.257	254.656	20.399	8.71%	16.299	4.100
H&SC PAYMENT FROM HEALTH PER RISK SHARE	0.000	(5.320)	(5.320)	0.00%		
TOTAL	234.257	249.336	15.079	6.44%		
SUBJECTIVE GROUPING					MOVEMENT FROM PREVIOUS REPORTED VARIANCE	
	CURRENT BUDGET 2024-25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	PREVIOUS REPORTED VARIANCE £m
SERVICE MANAGED NET BUDGET	234.257	254.656	20.399	8.71%	16.299	4.100
INCOME	(99.060)	(102.462)	(3.402)	3.43%	(3.478)	0.075
EXPENDITURE						
EMPLOYEE COSTS	110.666	109.740	(0.926)	-0.84%	(1.860)	0.933
PREMISES RELATED EXPENDITURE	4.206	4.131	(0.075)	-1.79%	(0.077)	0.002
TRANSPORT RELATED EXPENDITURE	2.691	4.542	1.851	68.78%	1.804	0.047
SUPPLIES & SERVICES	9.472	11.954	2.482	26.21%	2.355	0.127
THIRD PARTY PAYMENTS	195.220	213.971	18.751	9.60%	14.874	3.877
TRANSFER PAYMENTS	11.050	12.779	1.728	15.64%	2.682	(0.953)
SUPPORT SERVICES CHARGES	0.012	0.002	(0.010)	-83.30%	(0.001)	(0.008)
	333.317	357.118	23.801	7.14%	19.777	4.025
HEALTH AND SOCIAL CARE	234.257	254.656	20.399	8.71%	16.299	4.100
H&SC PAYMENT FROM HEALTH PER RISK SHARE	0.000	(5.320)	(5.320)	0.00%		
TOTAL	234.257	249.336	15.079	6.44%		

Risk Share allocation between Fife Council and NHS
December 2024 Monitoring

Appendix 2

Overall Position	Budget	Forecast	Actual Overspend by Partnership	Risk Share Contribution	Overspend Adjusted for Risk Share	Reallocation between Partners
	£m	£m	£m	%	£m	£m
Total H+SC - per ledger (incl Risk Share)	234.257	254.656	20.399			
Total Fife Council H+SC - before Risk Share	234.257	254.656	20.399			
Less:						
Fife Council Contracts Team (not included in IJB)	1.878	2.237	0.359			
Fife Council H+SC (relevant to IJB)	232.379	252.419	20.040			
Add:						
Total Housing	1.633	1.623	-0.010			
Resource Transfer	52.357	52.357	0.000			
Total relevant to Risk Share agreement	286.369	306.399	20.030			
Fife Council position for Risk Share agreement	286.369	306.399	20.030	39.0%	14.710	-5.320
NHS Position for Risk Share agreement	444.595	462.283	17.688	61.0%	23.008	5.320
IJB Total	730.964	768.682	37.718	100%	37.718	0.000

13 March 2025

Agenda Item No. 17

2024-25 Capital Plan Projected Outturn – Health & Social Care

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Lynne Garvey, Director, Health and Social Care Partnership

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Health and Social Care Capital Investment Plan and advise on the projected out-turn for the 2024-25 financial year for People and Communities Scrutiny Committee.

Recommendation(s)

The Committee is asked to consider the current performance and activity across the 2024-25 Financial Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn as at 31 December 2024 for the areas falling under the scope of this Committee.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project.
- 1.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

2.0 Issues, Achievements & Financial Performance

2.1 Major Projects – Potential Risks and Actions

- 2.1.1 Appendix 1 shows an overspend of £3.742m on H&SC Major Projects.

Anstruther Care Home is projecting a £3.342m overspend, this is due to the latest Stage Two Cost Plan reporting increased costs on Individual components e.g. internal walls and partitions have more than doubled in cost at 166.3% and windows and doors at 71.6%. In addition, Cabinet agreed to bring forward the programme budget to meet the increases for Methilhaven and Cupar which has also impacted the budget remaining for Anstruther.

Methilhaven is projecting a £0.400m overspend which is the last part of the estimated final bill and relates to various elements including an emergent requirement regarding Legionella, enhanced drainage and commercial kitchen adjustments prior to opening last year.

Additional funding for both Methilhaven and Anstruther has been approved through the Capital Plan review to take account of the forecasted costs.

2.2 Progress/Achievements

- 2.2.1 Methil Site – operational from July 23, awaiting final billing.
- 2.2.2 Cupar Site – the current programme position as of 4th February is 43 weeks on site, approx. 55% progress of the build. Timber kit works are progressing with roof installation targeted for the end of March. Superstructure block lifts shafts and stairs is well underway. Slab pour is 100% complete. The delay of 8–12 weeks, previously reported due to steel structure issues remains unchanged. Although the delivery team continues to work to mitigate these delays, they may impact on the project timeline and the September 2025 Construction completion date.

- 2.2.3 Anstruther Site – funding has been approved for the shortfall through the Capital Plan review.
- 2.2.4 Glenrothes Respite Provision – the business case is being developed, and further funding has been approved through the Capital Plan Review.

2.3 Financial Performance – 2024-25 Provisional Outturn

- 2.3.1 The significant variances (+/- £0.500m) are explained below-

Re-provision of Care for Older People (Appendix 2) – (£4.557m) slippage is mainly due to the reprofiling of the construction spend on Cupar Care Home which reflects the delay in the on-site works. There is no change to the agreed overall budget envelope for the project or timescale, the main spend will now be in the early part of 2025-26 rather than late 2024-25.

3.0 Conclusions

- 3.1 The total 2024-25 approved programme for the areas in scope of the Health & Social Care Scrutiny Committee is £8.474m. The level of projected expenditure is £3.583m, resulting in slippage of (£4.891m) which is mainly due to the Care Homes and slippage in the minor works programme.
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

Report Contact

Ashleigh Allan

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Finance Service

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FIFE COUNCIL
PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
HEALTH & SOCIAL CARE
CAPITAL INVESTMENT PLAN 2024-33
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Project	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Methil Care Home	Opportunities for All	6.620	8.876	9.276	0.400	5%	Current Project	2024-25
Cupar Care Home	Opportunities for All	5.580	10.254	10.254	0.000	0%	Current Project	2025-26
Anstruther Care Home	Opportunities for All	6.145	8.864	12.206	3.342	38%	Feasibility	2026-27
Total Major Projects over £5.000m		18.345	27.995	31.736	3.742	13%		
Glenrothes Respite Provision	Opportunities for All		2.003	2.003	0.000	0%	Feasibility	2026-27
Total Major Projects over £1.000m		-	2.003	2.003	0.000	0%		
Total Major Projects		18.345	29.997	33.739	3.742	12%		

FIFE COUNCIL
 PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
 HEALTH & SOCIAL CARE
 CAPITAL INVESTMENT PLAN 2024-33
 MONITORING REPORT 2024-25

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Adult Services (Resources)	0.335	0.050	0.050	(0.285)	15%
Older People's Residential/Day Care	0.070	0.022	0.022	(0.048)	31%
Re-Provision Of Care For Older People	7.769	2.153	3.212	(4.557)	41%
Telehealth Care	0.300	0.000	0.300	0.000	100%
TOTAL EXPENDITURE	8.474	2.225	3.583	(4.891)	42%

13 March 2025

Agenda Item No. 18

People & Communities Scrutiny Committee Workplan

Report by: Eileen Rowand, Executive Director Finance & Corporate Services

Wards Affected: All

Purpose

This report supports the Committee's consideration of the workplan for future meetings of the Committee.

Recommendation(s)

It is recommended that the Committee review the workplan and that members come forward with suggestions for areas of scrutiny.

Resource Implications

Committee should consider the resource implication for Council staff of any request for future reports.

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

Impact Assessment

None required for this paper.

Consultation

The purpose of the paper is to support the Committee's discussion and therefore no consultation is necessary.

1.0 Background

- 1.1 Each Scrutiny Committee operates a workplan which contains items which fall under three broad headings: performance reporting, planning; and improvement work. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

None

Report Contact

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#People and Communities Scrutiny Committee of 15 May 2025			
Title	Service(s)	Contact(s)	Comments
Tackling Dampness and Mould in Private Sector		Mhairi Mullen	
Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Alan Adamson, Fiona Mckay	
Fife Corporate Parenting Board	Education	Fiona Balloch	
Allotment & Community Growing Strategy 2024-2029	Communities and Neighbourhoods Service	Paul Vaughan	
2025 Equality & Diversity Outcomes Report		Zahida Ramzan	
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service	Lee Turnock	

People and Communities Scrutiny Committee of 25 September 2025			
Title	Service(s)	Contact(s)	Comments
Cafe Inc update report - on review of changes from 2024	Communities and Neighbourhoods Service	Paul Vaughan	
2025 Health & Social Care Annual Performance Report	Health and Social Care		
Annual Assurance Statement	Housing Services	Mhairi Mullen	
2025 Customer & Online Services Annual Report	Customer & Online Services	Diarmuid Cotter	
Housing - Garden Fencing Policy Update	Housing Services	John Mills	

People and Communities Scrutiny Committee of 20 November 2025			
Title	Service(s)	Contact(s)	Comments
2025 Chief Social Work Annual Report	Children and Families and Criminal Justice Services	James Ross-fc-d1	
2025 Citizen Advice & Rights Fife Performance Report	Communities and Neighbourhoods Service	Ashley Birrell	
Communities & Neighbourhoods Annual Report	Communities and Neighbourhoods Service	Paul Vaughan	
Fife Coast & Countryside Trust Annual Report	Fife Coast & Countryside Trust (FCCT)	Jeremy Harris	

People and Communities Scrutiny Committee of 15 January 2026			
Title	Service(s)	Contact(s)	Comments
Fife Golf Trust Annual Report	Fife Golf Trust (FGT)	Paul Vaughan, Iain Evans	
Fife Sports & Leisure Trust Annual Report	Fife Sports & Leisure Trust (FSLT)	Paul Vaughan, Iain Evans	
On-Fife, Fife Cultural Trust Annual Report	Fife Cultural Trust	Heather Stuart	

People and Communities Scrutiny Committee of 12 March 2026			
Title	Service(s)	Contact(s)	Comments
Fife Duty of Candour Annual Report	Education Services	Avril Sweeney	
Police Scotland Local Policing Plan - Annual Report	Police Scotland	Derek McEwan	
Scottish Fire & Rescue Service Annual Report	Scottish Fire & Rescue Service	Lee Turnock	
Fife Community Safety Partnership Annual Report	Housing Services	Patricia Spacey	
Public Protection Annual Report			

People and Communities Scrutiny Committee of 12 March 2026			
Title	Service(s)	Contact(s)	Comments
Armed Forces Covenant Report (Annual update)	Planning	Carol Connolly	

People and Communities Scrutiny Committee of 21 May 2026			
Title	Service(s)	Contact(s)	Comments
Outcomes of care inspectorate & grading processes	Health and Social Care	Fiona Mckay	
Fife Corporate Parenting Board	Education	James Ross-fc-d1	
Allotment & Growing Strategy Update Report	Communities and Neighbourhoods Service	Paul Vaughan	

People and Communities Scrutiny Committee of 20 August 2026			
Title	Service(s)	Contact(s)	Comments
Annual Assurance Statement	Housing Services	Mhairi Mullen	
Health & Social Care Annual Performance Report	Health and Social Care		
Customer & Online Services Annual Performance Report	Customer Services Improvement Service	Diarmuid Cotter	

People and Communities Scrutiny Committee of 29 October 2026			
Title	Service(s)	Contact(s)	Comments
Chief Social Work Annual Report	Social Work Services	James Ross-fc-d1	
Citizen Advice & Rights Fife Annual Report	Citizens Advice & Rights Fife (CARF)	Ashley Birrell	

People and Communities Scrutiny Committee of 29 October 2026			
Title	Service(s)	Contact(s)	Comments
Communities & Neighbourhoods Annual Report	Communities and Neighbourhoods Service	Paul Vaughan	
Fife Coast & Countryside Trust Annual Report	Fife Coast & Countryside Trust (FCCT)	Jeremy Harris	

People and Communities Scrutiny Committee of 21 January 2027			
Title	Service(s)	Contact(s)	Comments
Fife Golf Trust Annual Report	Fife Golf Trust (FGT)	Iain Evans	
Fife Sports & Leisure Trust Annual Report	Fife Sports & Leisure Trust (FSLT)	Emma Walker-sl	
OnFife - Fife Cultural Trust Annual Report	Fife Cultural Trust	Heather Stuart	

People and Communities Scrutiny Committee of 4 March 2027			
Title	Service(s)	Contact(s)	Comments
Fife Duty of Candour Annual Report	Health and Social Care	Avril Sweeney, Jennifer Rezendes	
Police Scotland Local Policing Plan	Police Scotland		
Scottish Fire & Rescue Service Performance Report	Scottish Fire & Rescue Service		
Fife Community Safety Partnership	Housing Services	Patricia Spacey	
Armed Forces Covenant Report	Place	Carol Connolly	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Grenfell Update Report following cabinet committee	Housing Services	John Mills	