

Cabinet Committee

Council Chamber, Fife House, North Street, Glenrothes /
Blended Meeting



Thursday, 6 March 2025 - 10.00 am

AGENDA

	<u>Page Nos.</u>
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 in particular items on the agenda and the nature of the interest(s) at this stage.	
3. MINUTE – Minute of meeting of the Cabinet Committee of 6 February 2025.	3 - 5
4. REVENUE MONITORING 2024-25 – Report by the Executive Director (Finance and Corporate Services).	6 - 22
5. CAPITAL INVESTMENT PLAN - PROJECTED OUTTURN 2024-25 – Report by the Executive Director (Finance and Corporate Services).	23 - 35
6. HOUSING EMERGENCY ACTION PLAN UPDATE – Report by the Head of Housing Services.	36 - 40
7. LOCAL HEAT AND ENERGY EFFICIENCY STRATEGY DELIVERY PLAN – Report by the Head of Planning Services.	41 - 69
8. SUPPORT FOR VOLUNTARY ORGANISATIONS – Report by the Head of Communities and Neighbourhoods Service.	70 - 106
9. NATIONAL BAN ON PAVEMENT PARKING – Report by the Head of Roads and Transportation Services.	107 - 113
10. FIFE COUNCIL 20MPH STRATEGY – Report by the Head of Roads and Transportation Services.	114 - 123
11. MANAGING FLOODING IN FIFE – Report by the Head of Roads and Transportation Services.	124 - 132
12. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES	133 - 135
13. TRANSFORMING LEARNING FIFE - FULL BUSINESS CASE - Joint report by the Executive Director (Education) and Executive Director (Finance and Corporate Services).	136 - 150
<p>The Committee is asked to resolve, under Section 50(A)(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 likely disclosure of exempt information as defined in paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.</p>	
14. TRANSFORMING LEARNING FIFE - FULL BUSINESS CASE (PRIVATE REPORT) – Joint report by the Executive Director (Education) and Executive Director (Finance and Corporate Services).	151 - 219

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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27 February 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.

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THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING

Council Chamber, Fife House, North Street, Glenrothes

6 February 2025

10.00 am - 11.10 am

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

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Carol Connolly, Executive Director (Place) and Morag Millar, Service Manager, Property Services.

APOLOGY FOR ABSENCE: Councillor Ross Vettraino.

332. DECLARATIONS OF INTEREST

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

333. MINUTES

(i) Minute of the Cabinet Committee of 9 January 2025.

Decision

The committee agreed to approve the minute.

(ii) The following minute was submitted for noting:-

Appeals Sub-Committee of 15 January 2025.

Decision

The minute was noted.

334. BUDGET PLANNING 2025-28 - UPDATE

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the financial implications for the council's General Fund Revenue Budget position for 2025-26 and 2027-28, following the publication of the Scottish Government's budget and the Local Government Finance Settlement, and on all other budget planning matters.

Decision

The committee:-

- (1) noted the information contained within the report and the strategy and approach to setting a balanced budget for both the General Fund Revenue and Housing Revenue Account (HRA) budgets;
- (2) noted that Capital Investment Plans for both General Fund and HRA must be sustainable and affordable in the context of proposed revenue budgets; and
- (3) approved the proposal to de-commit £5.260m of balances to bring the uncommitted balances closer to the policy minimum.

335. FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN

The committee considered a report by the Executive Director (Place) providing an update on Fife's UK Shared Prosperity Investment Plan for 2022-25 and sought approval for the recommendations for the Year 4 transition plan 2025-26.

Decision

The committee:-

- (1) noted the progress on Fife's UK Shared Prosperity Investment Plan 2022-25 set out in Appendix 1;
- (2) noted that there would be an annual report to the UK Government in Quarter 1 of 2025-26 with the final outturn for the original investment plan 2022-25;
- (3) approved the updated Fife's UK Shared Prosperity Investment Plan for the transition Year 4 2025-26 and the proposed interventions for 2025-26 set out in Appendix 2; and
- (4) delegated to the Executive Directors (Finance and Corporate Services) and (Place) to finalise Year 4 2025-26 Fife's UK Shared Prosperity Investment Plan within the operational parameters set out in the funding award.

336. OPPORTUNITIES FIFE PARTNERSHIP EMPLOYABILITY PATHWAY PROVISION 2025-26

The committee considered a report by the Executive Director (Place) seeking approval for the recommendations for the Opportunities Fife Partnership Employability Pathway Provision 2025-26.

Decision

The committee:-

- (1) noted the rationale adopted by the Opportunities Fife Partnership to retain and revise delivery of the Employability Pathway in 2025-26;

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- (2) noted the impact on the Employability Pathway and the delivery partners of the recommended provision in 2025-26;
- (3) approved the recommendations for the Opportunities Fife Partnership Employability Pathway Provision 2025-26 and the indicative allocations outlined to each of the delivery partners; and
- (4) delegated to the Executive Directors (Finance and Corporate Services) and (Place) to finalise the Opportunities Fife Partnership Employability Pathway Provision 2025-26 within the operational parameters set out in the funding awards.

337. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES

Decision

The committee noted the list of outstanding remits from committees.

6 March 2025
Agenda Item No. 4

Revenue Monitoring 2024-25

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

The purpose of this report is to provide members with a strategic overview of Fife Council's finances and to report the current forecast position for 2024-25.

Recommendations

It is recommended that members:-

- (i) note the high-level financial position as detailed in this report;
- (ii) note that there are ongoing financial impacts and pressures which continue to be managed by Services with an element of protection from financial risk being accounted for centrally;
- (iii) instruct Directors to continue to mitigate overspends in order to manage within overall service budgets in the current year and ensure strong financial management;
- (iv) note that detailed monitoring reports will be submitted to the relevant Scrutiny Committees; and
- (v) request that Scrutiny Committees ensure appropriate level of support and challenge in relation to financial reports.

Resource Implications

Whilst the current forecast presents an overspend of £4.060m in the current year, a decrease of £6.598m since the last report, some specific service underspends of £5.544m will immediately be committed to ensure certain conditions of funding are met next year. To account for the ring-fenced nature of the variances, commitments against balances have been updated accordingly, resulting in the level of uncommitted balances being £23.034m which is above the policy minimum of 2% over a three-year rolling period.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 This report reflects the decisions taken in respect of the Revenue Budget 2024-25 and the Capital Plan Review 2023-33. The report focuses on the overall financial position of the council commenting on significant financial issues which impact on the overall financial position of the council in the current financial year. Detailed explanations of forecast variances and analysis by Service is detailed in Appendices 1 to 4 of this report.
- 1.2 In previous reports presented to this committee, a significant overspend was forecast for 2024/25. Directorates were instructed to take action to reduce the levels of overspends and there has been significant movement since the last reported position with many Directorates now reporting an underspend position. The service position has also improved by the allocation of funding provided to areas where overspend had emerged following previous budget realignment and the risk was being carried corporately. However, Health and Social Care continue to forecast a significant overspend which is impacting on the overall position. The prolonged impact of higher inflation on all supply chains (notably energy, fuel, construction costs and other commodities) and employee costs continues to be a challenge.
- 1.3 More detailed financial reports will be presented to the relevant Scrutiny Committees as part of the council's wider scrutiny and performance management reporting arrangements. It is the role of the Scrutiny Committees to carry out in-depth scrutiny of the financial performance of functions within their remit.

2.0 Financial Overview – General Fund

Economic/Cost of Living Crisis

- 2.1 The economic situation continues to cause concern in terms of the financial repercussions of previous high inflation and continuing high interest rates. These pressures mean the council continues to experience increased costs, most notably, energy costs along with others such as food, fuel, other commodities and large contracts.
- 2.2 The cost-of-living crisis continues to affect households and, as such, additional funding was set aside as a reserve to meet excess demand in any of the welfare funds administered by the council.

2024-25 Revenue Budget

- 2.3 The current revenue budget of £1.133bn is shown in Appendix 1. Changes have been made to the budget since the last report reflecting allocation of commitments of general fund balances to Services. The table below details these changes:

Table 1 – General Fund – Revenue Budget Movement

	Total Expenditure £m
2024-25 Budget (October 2024)	1,109.685
- Redeterminations from SG - LGFC 10/2024	19.415
- Budgets Funded from/(to) Balances	3.514
Current 2024-25 Budget (December 2024)	1,132.614

2024-25 Annual Forecast

- 2.4 The current forecast estimates an overspend in the current year of £4.060m. This is a combined result of service overspends of £7.976m (0.76% of budgeted expenditure) and an underspend of £3.916m in Additional Items as shown in the Table 2 below:-

Table 2 – General Fund – 2024-25 Summarised Forecast Statement

	Annual Budget	Forecast	Variance	Variance excluding cfwd commitments
	£m	£m	£m	£m
Service Totals	1,053.019	1,060.995	7.976	13.520
Additional Items	79.595	75.679	(3.916)	(3.916)
Total Expenditure	1,132.614	1,136.674	4.060	9.604
Financing	(1,132.614)	(1,132.614)	0.000	0.000
CONTRIBUTION (TO) / FROM BALANCES	0.000	4.060	4.060	9.604

- 2.5 The overspend of £7.976m on service expenditure is partially offset by an underspend of £3.916m in Additional Items. It should be noted that there is a significant overspend relating to the Health & Social Care Partnership but other Directorate underspends are now offsetting around half of this. This situation remains of high concern in terms of the possible implications for the coming year. The underspend relating to Additional Items is due to additional General Revenue Grant received from the Scottish Government which does not need allocated in the current year but has been used in the coming year to reduce the budget gap. This is helping offset a degree of overspend in services.
- 2.6 Whilst the forecast position for the year is an overspend of £4.060m, there are some items that skew the reported position as they are ringfenced and funding must be made available in the next financial year for a specific purpose. Pupil Equity Fund (PEF) is the most significant example. To assist understanding of the underlying position, a column has been added to Appendix 1 which aims to highlight the likely position after the year end and the impact on uncommitted general fund balances. Service underspends of £5.544m will be committed in balances to ensure the conditions of funding are met and these will not increase uncommitted balances. This column shows that the final impact on the level of general fund balances will be a reduction of £9.604m. Section 4 of the report provides more information on the balances position.
- 2.7 The service level variances and movement that exceed +/- £0.500m are set out and explained in more detail at Appendices 1 and 2 with higher level explanation as follows:

Within **Education**, a £1.603m overspend on non-devolved budgets is offset by a £3.739m underspend on devolved and the overall directorate position is an underspend of £2.136m. The main areas of overspend within non-devolved relate to teachers' maternity and long-term absence cover, Nursery Education and Special Education. Within these areas, the service is developing a process of enhanced scrutiny in relation to the absence costs charged to non-devolved staffing and reviews are being undertaken, or are planned, within Special Education and Nursery Education to address the level of overspend going forward.

Health and Social Care are reporting a net projected overspend of £15.079m. Adult Placements are reporting an overspend of £7.401m due to increasing demand. Other significant areas of overspend are Care at Home, £5.280m, mainly due an increase in older people care packages, £5.837m mainly due to an increase in demand for Long Term Care and Assessment beds. There is an adverse movement of £4.100m which mainly relates to an increase in the non-achievement of savings and an increase in Adults Packages. It is now unlikely that the position will be recovered within this financial year.

Place Directorate is reporting an overspend of £2.019m. The most significant overspend is within Sustainability where an overspend of £2.066m is reported due to supplementary management fee to be paid to Fife Resource Solutions. This is as a result of unavoidable cost pressures mainly related to inflation, changes in legislation and an increase in council household waste volumes due to growth in house numbers across Fife. Fife Resource Solutions continue to look at opportunities to minimise the shortfall. Domestic Waste and Street Cleaning within Environment and Building Services are reporting an overspend of £0.828m due to continuing issues relating to transport, hires and repairs. Facilities Management (Catering) is also reporting an overspend of £0.876m relating to a combination of reduced income and increased costs due to inflation. An underspend of £1.063m is reported within Property Services relating to the Energy Management Revolving Fund, which is partially offsetting some of the overspends.

Communities Directorate is reporting an underspend of £3.100m which is mainly within the Children and Families Service. Although the service is reporting a net underspend of £1.558m, within this, Purchase Placements is projecting an overspend of £3.048m. This overspend is offset by a number of underspends in the service, £2.869m in relation to staffing, £0.997m for family placements and £1.297m relating to the Whole Family Wellbeing funding which will be carried forward into 2025-26. The main areas of movement since previous reporting relate to a decrease in the forecast for purchased placements, due to a number of packages that have come to an end and an additional £1.000m of funding. There has been positive movement of £1.031m within Communities and Neighbourhoods which is mainly due to reduced support required for FCT and an increase in the underspend reported for Area Budgets.

Finance and Corporate Services is reporting an underspend of £3.859m. A significant element of the underspend relates to staff turnover/non-filling of vacancies. The directorate has faced significant recruitment challenges which is contributing to the level of vacancies. Another factor includes Benefits and Taxation which is reporting an underspend of £1.000m due to changes in the criteria for awarding non-domestic rates relief on empty properties and the level of funding received.

Within **Additional Items**, contingencies is forecasting an underspend of £2.307m which is due to additional government grant received for Children and Families that does not need to be passported to the Service. Loan Charges are also forecasting an underspend of £1.600m which is relating to the reduction in borrowing required within the financial year.

3.0 Financial Overview – Housing Revenue Account

Housing Revenue Account (HRA)

- 3.1 The Housing Revenue (HRA) Account forecast position is a nil variance as shown in Appendix 3, which is being achieved by reducing the amount of CFCR by £0.875m less than planned.

- 3.2 Significant pressures across the HRA include £0.891m relating to an increase in the level of bad debt provision required due to outstanding rent arrears. An overspend of £2.032m is also forecast for Other Expenditure which is mainly due to increased costs for Hostels. This continues to be a pressure for the HRA due to a sustained increase in demand for temporary accommodation. Therefore, it is projected that after using other offsetting underspends, the CFCR will need to reduce by £0.875m to offset these overspends across the HRA.
- 3.3 Appendices 3 and 4 provide further detailed variance analysis and commentaries on all variances that exceed +/- £0.500m.

4.0 Balances

General Fund Balances

- 4.1 Appendix 5 details the forecast General Fund balances position which are held to fund specific one-off expenditure, provide funding to contribute to change initiatives, accumulate funds for a specific or “earmarked” purposes and to mitigate against risk by providing a level of uncommitted reserves which can be drawn on to respond to “shocks” such as unforeseen cost increases. It is important to note balances are split into two categories – committed and uncommitted and the breakdown is detailed in the Appendix.
- 4.1.1 Over recent years, balances have been high, with a large proportion being a direct result of grant funding received and not used in year as well as benefits arising from application of service concessions. The opening balance for 2024-25 was £157.282m. Budgets of £44.679m have been transferred to Services and to Capital to fund the Capital Plan. In the main, these have been in accordance with planned one-off commitments and have not been used to fund the day to day recurring revenue costs of the council. The current year forecast overspend of £4.060m detailed in Section 2 will reduce the level of balances, with the estimated level before commitments being £108.543m.
- 4.1.2 Some of the current service underspends must be immediately committed to honour guaranteed carry forward arrangements such as Devolved School Management (DSM) and Pupil Equity Funding (PEF). There is an overspend of £4.060m that will reduce balances and, in addition, carry forward of specific underspends will reduce balances available in future years by a further £5.544m.
- 4.1.3 During the year and in future, planned commitments against balances will be added to Service budgets on the basis of need as it arises. Commitments and the use of these are kept under continual review to ensure balances are being used wisely and in line with existing plans where possible.

Earmarked and Commitments against Balances

- 4.2 The earmarked balances reflect unused grants and ring-fenced income which will fund specific expenditure. Balances are also earmarked for dealing with the costs associated with the cost of living and planned funding to support the capital investment plan.
- 4.2.1 Commitments represent items for which provision has been made but the costs are yet to be incurred. During 2024-25, £11.474m has been de-committed to bring the level of un-committed balances closer to the policy minimum. £6.214m de-commitment was recommended as part of the previous monitoring report on 9 January 2025 and a further £5.260m was decommitted following approval of a recommendation in the Budget Planning Update report to Cabinet on 6 February 2025.

- 4.2.2 After taking account of all current earmarked balances and commitments, the forecast level of balances as at 31 March 2027 is expected to be £23.034m, which equates to approximately 2.03% of the revenue budget. The policy minimum is to maintain a level of 2% of uncommitted balances, or £22.652m over a rolling three year period which means that the level can dip below 2% level provided it returns to 2% within three years.

HRA Balances

- 4.3 The opening HRA balance was £5.315m. There has been a planned use of balances totalling £2.722m, which is mainly to support the delivery of the Transitional Affordable Housing Programme, reducing the level of uncommitted balances to £2.593m (1.92%) which is marginally below the policy minimum of 2%.

5.0 Conclusions

- 5.1 There is currently a forecast overspend of £4.060m. However, there are some Service underspends which will need to be committed next year, meaning the projected impact on balances is more significant. Executive Directors were asked to plan and implement corrective/mitigating actions to bring costs down to a more sustainable level. This has been successful across most Directorates with the exception of Health & Social Care where the level of demand on services continues to be significant.
- 5.2 The positive balances position in the current financial year is providing the council with an immediate level of protection from significant cost increases and other financial risks but, given balances is one off in nature, will only assist the council's financial sustainability in the immediate term, leaving challenges ahead for the medium and longer term. Allowing for all commitments, the uncommitted level of balances is estimated as £23.034m in future years which is above the policy minimum of 2%.
- 5.3 The forecast position for the council's Housing Revenue Account in 2024-25 is a nil variance. The level of HRA balances, allowing for all commitments, is £2.593m which is in line with the policy minimum.

List of Appendices

1. General Fund Revenue Summary 2024-25
2. General Fund Variance Analysis
3. Housing Revenue Account Summary 2024-25
4. Housing Revenue Account Variance Analysis
5. Summary of Balances

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FIFE COUNCIL
GENERAL FUND REVENUE SUMMARY 2024-25

	Annual Budget £m	Forecast £m	Variance £m	Movement £m	Variance excluding funding commitments £m
EDUCATION					
Education (Devolved)	257.392	253.653	(3.739)	(0.097)	0.000
Education (Non Devolved)	179.356	180.959	1.603	(2.614)	1.803
	436.748	434.612	(2.136)	(2.711)	1.803
HEALTH & SOCIAL CARE					
Health & Social Care	234.257	254.656	20.399	4.100	20.399
H&SC Payment from Health per Risk Share		(5.320)	(5.320)	(0.456)	(5.320)
	234.257	249.336	15.079	3.644	15.079
PLACE					
Assets, Transportation and Environment	118.467	120.998	2.531	(0.649)	2.617
Planning	2.147	2.086	(0.061)	(0.024)	(0.061)
Protective Services	3.144	3.233	0.089	0.100	0.089
Business & Employability Service	6.543	6.003	(0.540)	(0.182)	(0.540)
Property Repairs and Maintenance	15.566	15.566	0.000	0.000	0.000
	145.867	147.886	2.019	(0.755)	2.105
COMMUNITIES					
Housing & Neighbourhood Services	18.277	18.389	0.112	(0.219)	0.112
Communities & Neighbourhood	59.229	58.584	(0.645)	(1.031)	(0.645)
Customer & Online Services	16.822	16.765	(0.057)	(0.006)	(0.037)
Children and Families	72.843	71.285	(1.558)	(3.358)	(0.212)
Criminal Justice Service	0.458	(0.494)	(0.952)	(0.139)	(0.952)
	167.629	164.529	(3.100)	(4.753)	(1.734)
FINANCE & CORPORATE SERVICES					
Assessors	2.203	2.012	(0.191)	(0.049)	(0.038)
Finance	5.834	5.482	(0.352)	(0.030)	(0.352)
Revenue & Commercial Services	17.336	15.909	(1.427)	(0.449)	(1.427)
Human Resources	8.155	6.982	(1.173)	(0.029)	(1.173)
Business Technology Solutions	21.344	21.784	0.440	0.237	0.440
Legal & Democratic Services	4.585	4.601	0.016	(0.192)	0.016
	59.457	56.770	(2.687)	(0.512)	(2.534)
Miscellaneous	0.099	0.099	0.000	0.000	0.000
Benefits and Taxation	5.107	4.107	(1.000)	0.500	(1.000)
Corporate and Democratic Core	3.527	3.355	(0.172)	0.036	(0.172)
	68.190	64.331	(3.859)	0.024	(3.706)
CHIEF EXECUTIVE					
Chief Executive	0.328	0.301	(0.027)	(0.001)	(0.027)
	0.328	0.301	(0.027)	(0.001)	(0.027)
SERVICE TOTALS	1,053.019	1,060.995	7.976	(4.552)	13.520
ADDITIONAL ITEMS					
Loan Charges (including interest on revenue balances)	58.286	56.677	(1.609)	(1.609)	(1.609)
Capital Expenditure Financed from Current Revenue	8.948	8.948	0.000	0.000	0.000
Obligations / Contingencies	12.361	10.054	(2.307)	(0.437)	(2.307)
	79.595	75.679	(3.916)	(2.046)	(3.916)
TOTAL EXPENDITURE	1,132.614	1,136.674	4.060	(6.598)	9.604
FINANCED BY:					
General Revenue Grant	(749.572)	(749.572)	0.000	0.000	0.000
Non Domestic Rates	(143.486)	(143.486)	0.000	0.000	0.000
Council Tax Income	(194.877)	(194.877)	0.000	0.000	0.000
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(44.679)	(44.679)	0.000	0.000	0.000
TOTAL INCOME	(1,132.614)	(1,132.614)	0.000	0.000	0.000
CONTRIBUTION (TO)/FROM BALANCES	0.000	4.060	4.060	(6.598)	9.604

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	Movement in variance £m	Commentary
EDUCATION				
Education (Devolved)	(3.739)	(3.642)	(0.097)	<ul style="list-style-type: none"> • Schools' devolved budgets (DSM) - (£1.112m) underspend reflects adjusted school budgets and new rolls from August. • Pupil Equity Funding (PEF) budgets - an underspend of (£2.231m) is estimated for 2024-25 based on previous years trends in expenditure and information from schools. • Pupil Support Service (£0.404m) underspend around staffing. This underspend is in relation to the achievement of a previous saving, and will be offset against a similar overspend under Special Education Non-Devolved where the saving is posted. Saving is implemented from August 2024 and budgets will be realigned in due course.
Education (Non Devolved)	1.603	4.217	(2.614)	<ul style="list-style-type: none"> • Maternity and long term absence cover costs across schools +£2.977m overspend • Waste collection and grounds maintenance for schools projected costs showing an overspend of +£0.820m • Nursery Education projected overspend of +£0.819m due to additional staffing costs for nurseries and long term absence / maternity cover costs which is offset against minor underspends on Scottish Meals & Healthy Snacks Scheme (SMHSS) specific funding and Partner Provider budget. • Special Education - projected overspend of +£1.618m mainly due to employee costs projected overspend of +£0.574m, transport costs projected overspend of +£1.133m in relation to transport of pupils. • General Education - projected underspend of (£4.050m) after adjusting schools' teacher budgets for the new teaching complement, including probationers, which was actioned in October. Budgets were updated as required per school rolls. This underspend includes unachieved savings of +£0.756m mainly in relation to income generation. <p>Part of movement is from additional support for Secondary schools being forecasted against the Devolved budget increasing the underspend within General Education (£0.581m). Further movement is in relation to (£0.800m) funding for secure placements costs which had been showing as an overspend in October. Further funding for school transport pressure has also created a movement of (£0.500m). Nursery Education movement of (£0.495m) due to revised staffing forecasts from the system and increased underspends for SMHSS and Partner Provider forecasts from Oct.</p>

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	Movement in variance £m	Commentary
HEALTH & SOCIAL CARE				
Health & Social Care	20.399	16.299	4.100	<ul style="list-style-type: none"> • Adult Placements overspend £7.401m, due to a greater volume of adult packaged being commissioned, an increase in demand for taxis transporting service users to college or day care provision and non achievement of savings - Commissioning and Transforming Overnight Care. This is partly offset by an underspend on named individuals that are delayed in hospital out with Fife; • Adults Supported Living underspend (£1.139m) due to vacancies across the service which will not be filled until the future design of the service is established; • Fieldwork Teams underspend (£1.646m), on older people packages for Respite / Daycare and staff vacancies; • Care at Home (CAH) overspend £5.280m primarily due to an increase in the commissioning of older people care packages, Fleet charges and the non achievement of the Single Handed Care (SHC) saving; • Older People Residential & Daycare overspend £2.195m due to increased agency costs which is partly offset by vacancies, and catering and cleaning recharge; • Older People Nursing & Residential overspend £5.837m, mainly due to increased demand for LTC and Assessment beds, as well as in increase in NCHC and non achievement of the Reprovision of Care saving, this is partially offset by an over-recovery on Income; • Integrated Community Care overspend £0.721m mainly due to purchase of equipment for the Fife Equipment Loan store; • Finance & Transformational change overspend £1.083m mainly due to the shortfall in the pay award. <p>The movement of £4.100m is mainly due to an increase in the non-achievement of savings and an increase in Adults Packages.</p>

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	Movement in variance £m	Commentary
H&SC Payment from Health per Risk Share	(5.320)	(4.864)	(0.456)	Increase in risk share payment to be received from NHS per the risk share agreement.
PLACE				
Assets, Transportation and Environment	2.531	3.180	(0.649)	<ul style="list-style-type: none"> • Environment and Building Services overspend of £0.828m due to continuing historical issue around transport, hires and repairs within Domestic Waste and Street Cleaning • Facilities Management (Catering) overspend of £0.876m relates to School Catering and Commercial Catering for FSLT primarily related to reduced income and increased food and equipment costs. • Sustainability overspend of £2.066m relates primarily to an anticipated additional management fee paid from Fife Council (FC) to Fife Resource Solutions (FRS) due to arising and unavoidable cost pressures for FRS; • Property Services underspend of £1.063m relates to an anticipated underspend on the Energy Management Revolving Fund as a result of a number of projects where commitments has been made and spend is now expected to take place in 25/26. <p>Movement is primarily related to increased funding for catering.</p>
Business & Employability Service	(0.540)	(0.358)	(0.182)	<p>Development cost of UK Levelling Up Fund (LUF) bids is lower than expected resulting in underspend of £0.174m following withdrawal of this funding stream by UK Government. Various project underspends of £0.198m in Economic Development. Other underspend £0.188m is due to part year vacancies emerging across the service, including Head of Service post.</p> <p>Movement of £0.182m from the previous monitor is mainly due to the afore mentioned various project underspends.</p>

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	<i>Movement in variance £m</i>	Commentary
COMMUNITIES				
Communities & Neighbourhood	(0.645)	0.386	(1.031)	<ul style="list-style-type: none"> • Fife Sports and Leisure Trust have an estimated total deficit +£0.150m. Council officers continue to review and work with them to reduce this deficit. • Within Community Use and Halls and Centres there is a projected under-recovery of income of +£0.567m. As part of the Community Use Plan, 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. • Unachieved savings of +£0.339m offset by an (£0.398m) underspend in Fairer Fife budget due to a reduction in the level of funding required by EPES. • Area Budget underspend of (£0.759m) due to lower than anticipated funding being committed to date. • (£0.271m) external income received for expenditure incurred in 23/24 • The remaining overspend is offset by staffing vacancies across the service <p>The movement of (£1.031m) relates to the reduced support required from FCT of (£0.594m), an increase in the projected underspend on Area Budgets and an increase in vacant posts across the service.</p>

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	Movement in variance £m	Commentary
Children and Families	(1.558)	1.800	(3.358)	<ul style="list-style-type: none"> • Projected overspend of £3.048m on Purchased placements due to full year effect of placements made during the previous year. • Projected overspend 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. £0.732m on Children Affected by Disability (CABD) respite due to a new ongoing high cost package. • Overspends are partially offset with projected underspends of £2.869m in pay costs due to staff turnover/reduction in residential staffing absences, and budget for permanent posts/staff who are currently undertaking other work, £0.624m overachievement of income for Unaccompanied Asylum Seeking Children, £0.997m on family placements (foster care & kinship) & £1.297m Whole Family Wellbeing funding which will be carried forward into 2025/26 to support the planned spend for next year. <p>The movement of £3.358m is mainly made up of (£1.282m) purchased placements mainly due to additional £1m funding and a number of ended packages. (£0.757m) Family Placements within Kinship and fostercare, (£0.428m) staffing due to further turnover and delays in filling vacancies and (£0.284m) for additional assylum seeking children due to an increase in packages.</p>
Criminal Justice Service	(0.952)	(0.813)	(0.139)	<ul style="list-style-type: none"> • Projected underspend on the permanent flexible element of CJS funding 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. The Service may require to fill some of these posts going forward so underspend may reduce. • Underspend also due to the fact that central support services are allowable within the grant funding, but are not charged out to services within this report.

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Provisional Outturn £m	Previous variance £m	Movement in variance £m	Commentary
FINANCE & CORPORATE SERVICES				
Revenue & Commercial Services	(1.427)	(0.978)	(0.449)	• Underspend mainly relates to higher than anticipated staff turnover/non filling of posts (£0.997m) and an increase in income from HRA and Other Funds (£0.304m) . The main areas of underspend on pay costs are Business Support (£0.763m) and the Shared Service Centre (£0.118m) . The movement relates to an increase in income from HRA and Other Funds.
Human Resources	(1.173)	(1.144)	(0.029)	• Underspend mainly relates to higher than anticipated staff turnover (£0.399m) , the Youth Investment Fund (WYI) (£0.671m) and SCAVC NI savings (£0.122m) . The Youth Investment Fund (£0.671m) would be carried forward to 2025-26.
Benefits and Taxation	(1.000)	(1.500)	0.500	• The movement is due to some of the underspend on Empty Homes Property Relief being utilised to fund additional NDR charges in Services due to the changes in the policy.
ADDITIONAL ITEMS				
Loan Charges (including interest on revenue balances)	(1.609)	0.000	(1.609)	Variance is due in the main to changes in the borrowing. At the end of October, it was estimated that the total borrowing for the year would be £158.000m, since then this estimated has reduced to £140.000m, with the loans taken being at a later date than previously anticipated.
Obligations / Contingencies	(2.307)	(1.870)	(0.437)	

FIFE COUNCIL
HOUSING REVENUE ACCOUNT SUMMARY 2024-25

	Annual Budget £m	Provisional Outturn £m £m	Variance £m	Movement £m
BUDGETED EXPENDITURE				
Repairs and Maintenance	47.298	46.846	(0.452)	(0.383)
Supervision and Management	21.779	21.810	0.031	(0.015)
Funding Investment:-				
Cost of Borrowing	39.153	38.189	(0.964)	(0.961)
Revenue Contribution (incl CFCR)	23.409	22.534	(0.875)	1.539
	<u>131.639</u>	<u>129.379</u>	<u>(2.260)</u>	<u>0.180</u>
Voids	2.571	2.281	(0.290)	0.000
Housing Support costs	(0.467)	(0.474)	(0.007)	0.000
Garden Care Scheme	0.446	0.487	0.041	0.100
Bad or Doubtful Debts	2.907	3.798	0.891	0.000
Other Expenditure	12.261	14.293	2.032	(0.128)
	<u>149.357</u>	<u>149.764</u>	<u>0.407</u>	<u>0.152</u>
FINANCED BY				
Dwelling Rents (Gross)	(139.112)	(139.304)	(0.192)	(0.163)
Non Dwelling Rents (Gross)	(3.774)	(3.719)	0.055	(0.008)
Hostels - Accommodation charges	(2.257)	(2.440)	(0.183)	0.001
Other Income	(1.492)	(1.579)	(0.087)	0.018
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(2.722)	(2.722)	0.000	0.000
	<u>(149.357)</u>	<u>(149.764)</u>	<u>(0.407)</u>	<u>(0.152)</u>
CONTRIBUTION (TO) / FROM BALANCES	0.000	0.000	(0.000)	(0.000)

FIFE COUNCIL
VARIANCE ANALYSIS

HOUSING REVENUE ACCOUNT				
Area	Variance £m	Previous variance £m	Movement in variance £m	Commentary
Repairs and Maintenance	(0.452)	(0.069)	(0.383)	The movement is mainly due to a reduction on the demand led responsive repairs forecast. This has been partially offset by costs associated with the implementation of the concierge and caretaking managing change exercise.
Supervision and Management	0.031	0.046	(0.015)	
Cost of Borrowing	(0.964)	(0.003)	(0.961)	The forecast cost of borrowing has reduced since the last monitoring report due to updated interest cost assumptions.
Revenue Contribution (incl CFCR)	(0.875)	(2.414)	1.539	The underspend of (£0.874m) and movement of +£1.539m is a result of the other overspends and movements across the HRA. An underspend on the CFCR results in the HRA capital programme receiving less funding from HRA revenue and could increase the overall borrowing requirement to fund the HRA Capital Investment Plan. In order mitigate this, the areas of overspend will need to be reduced or alternative mitigations will need to be found for the CFCR to meet budgeted levels in year.
Bad or Doubtful Debts	0.891	0.891	0.000	There has been an increase in the level of outstanding rent arrears which is partially due to a moratorium on rent control processes during the pandemic, this included court actions and evictions. This has now been lifted and the service will work to improve the level of rents being collected. However the increase in existing arrears has led to an increase in the level of bad debt provision required in year, resulting in a projected overspend.
Other Expenditure	2.032	2.160	(0.128)	<ul style="list-style-type: none"> • +£1.573m overspend relates to Hostel Expenditure. Each hostel has high operating costs which have continued to represent a pressure for the HRA. Due to a sustained increase in demand for Temporary Accommodation, Hostels continue to be a required form of accommodation. To mitigate this cost, the service need to seek ways to reduce Hostel operating costs through alternative delivery models. • +£0.218m overspend relates to Property Insurance which is estimated to be 20% higher than the previous financial year. • +£0.224m overspend on Grounds Maintenance costs.

FIFE COUNCIL
BALANCE - GENERAL FUND SERVICES

	2024-25 £m	2025-26 £m	2026-27 onwards £m
Balance at 1 April	(157.282)	(78.067)	(44.949)
Budgets transferred (to)/from balances	44.679		
Add Overall budget variance (Appendix 1)	4.060		
Estimated General Fund Balance at 31 March	(108.543)	(78.067)	(44.949)
Earmarked Balance			
Council Tax - Second Homes	3.448	3.926	0.000
Specific Carry Forwards			
DSM		1.509	
Pupil Equity Fund		2.230	(2.663)
Whole Family Wellbeing Fund		1.346	
Other Carry Forwards	0.050	1.602	0.098
Cost of Living Crisis Commitments:			
Community Recovery Fund		4.175	0.000
COMIS/SWIFT delay	0.772		
Capital Investment Plan:			
CFCR	13.798		
Service Concessions		10.000	14.539
Capital Plan Review – Additional Funding	2.821		
Revenue Budget 2024-25 - Welfare Funding	0.300		
Total Earmarked	21.189	24.788	11.974
	(87.354)	(53.279)	(32.975)
Commitments against balance			
Budget Carry Forward Scheme			
Change Programme	4.672	5.000	
Demographics/Pay/Pensions	4.465	3.266	5.599
Barclay Funding - Assessors		0.064	
Workforce Change			4.000
Lease Surrender - The Kirkcaldy Centre	0.150		
Election			0.342
Total Commitments	9.287	8.330	9.941
Estimated uncommitted balance at 31 March	(78.067)	(44.949)	(23.034)

FIFE COUNCIL

Budgets transferred to/(from) Balances (previous years carry forwards etc)

	2024-25 £M	2025-26 £M	2026-27 onwards £M
Balance at 1 April	(5.315)	(2.593)	(2.593)
Budgets transferred (to)/from balances	2.722		
Add Overall budget variance 2024-25 (Appendix 3)	(0.000)		
Estimated uncommitted balance at 31 March	<u>(2.593)</u>	<u>(2.593)</u>	<u>(2.593)</u>

Capital Investment Plan – Projected Outturn 2024-25

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

The purpose of this report is to provide a strategic financial overview of the Capital Investment Plan and to advise on the provisional outturn for the 2024-25 financial year.

Recommendations

The Cabinet Committee is asked to:-

- i) note the projected outturn position and that the level of financial risk continues to be heightened due the impact of inflation and supply chain challenges;
- ii) instruct Services to plan projects within the approved resource within the Capital Investment Plan;
- iii) note that more detailed capital outturn reports for 2024-25 will be submitted to relevant Scrutiny Committees of the council;
- iv) note that budget variances will be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- v) note the updated prudential indicators provided.

Resource Implications

The overall projected expenditure position for 2024-25 is £262.341m (81% of budget). The level of investment is less than planned and there is expected slippage of £61.431m across the plan. However, the forecast expenditure still represents an increased level of capital investment compared to previous financial years.

Additionally, interest rates remain at a 16 year high which has begun to have an impact on the cost of borrowing and the impact has been felt in the recent capital plan review.

Legal & Risk Implications

Current risks include continuing difficulties across supply chains, the impact of inflation on costs of construction and availability of funding streams for larger capital projects, e.g. Developers' Contributions and estimated future funding levels from Scottish Government. Further detail relating to the current risks is contained in section 2.2.

There is also increased risk relating to the current level of interest meaning that the costs of borrowing to finance the capital investment in the plan will be higher than anticipated.

Impact Assessment

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

The forecast positions are agreed in consultation with each Directorate and are based around the expected progress and delivery of individual projects over the lifetime of the plan.

1.0 Background

- 1.1 The purpose of this report is to advise members of the high-level projected outturn position for the council's Capital Investment Plan (the Plan) for the financial year 2024-25. The report also highlights the forecast over the life of major projects over £5.000m along with any potential risks associated with these projects. Section 2.1 highlights areas where there is deemed to be a greater level of financial risk linked to major projects. The Plan covers capital expenditure across all council Services including the Housing Revenue Account which is managed and accounted for separately from the General Fund.
- 1.2 Funding strategies including the use of CFCR from general fund balances, service concession arrangements, capital grant, receipts, developers' contributions and borrowing, all identified during the capital plan review process are being utilised to support the level of capital investment included in the plan.
- 1.3 It should be noted that this report contains information relevant to the Capital Investment Plan that was approved in June 2023 and is still relevant to the current financial year, 2024-25. The position for the Capital budgets for some projects will change as a result of the updated Capital Investment Plan that was agreed by the Council on 20 February 2025. Future reports in the new financial year, 2025-26, will reflect the budgets contained in the new investment plan as well as any slippage carried forward from the current year.

2.0 Issues

2.1 Major Projects

- 2.1.1 Appendix 1 provides a summary of the major projects within the Plan. There are 32 projects/programmes in this category with an overall budget of £834.413m.
- 2.1.2 At this stage, cost estimates suggest that there could be an overspend of £4.477m across the life of several major projects in the programme.

There is a projected total cost overspend of £3.000 against Inverkeithing (South & West Fife) replacement school. The overall budget is detailed in Appendix 1 as £85.000m. Members will be aware that Cabinet Committee approved the business case for the project on 9 May 2024 and the approved budget was revised as £88.000m. This increase in budget will require to be accommodated within the capital plan review process currently ongoing. Once the increase in budget is actioned, then the project will no longer be projecting a £3.000m overspend on the total cost of the project.

Methil Care Home is projecting a £0.400m overspend which is the last part of the estimated final bill for Methilhaven Care Home and relates to various elements including new fire safety measures and the emergent requirement regarding Legionella.

Estimate for costs at Anstruther Care Home could lead to a £3.342m overspend. The latest Stage Two Cost Plan suggests 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, the remaining programme budget has been reduced following agreement to meet the increases for Methilhaven and Cupar.

Abbeyview Integrated Hub – (£2.073m) Abbeyview Integrated Hub is projecting an underspend of (£1.500m) due to lower than anticipated tender costs. The underspend has reduced by £0.873m due to snagging issues and the estimated final account. This is being addressed as part of the capital plan review process and once the budget adjustments are actioned, this project will no longer be projecting an underspend.

2.2 Potential Risks and Issues

- 2.2.1 Across the Capital Investment Plan, budgets were increased to reflect estimated inflationary pressures. However, the timing and the costs of projects continue to be adversely affected by the current economic climate. This is creating increased risk for the sustainability of the Capital Investment Plan. Monitoring of the impact of additional costs on projects continues and any significant impact on timescales and associated risks will be reported to this committee.
- 2.2.2 The council's approved Capital Plan included £213.000m investment in respect of Secondary Schools in West Fife, which includes Dunfermline Learning Campus (DLC) and the Inverkeithing High School (South and West Fife) replacement. The budgets for the projects reflect the funding arrangements of the Scottish Government's Learning Estate Investment Programme (LEIP) which requires the Council to fund the up-front cost of construction, with government support coming in the form of a revenue contribution based on the achievement of outcomes. The DLC project (LEIP Phase 1) has concluded and the schools opened in August. The replacement for Inverkeithing High School (LEIP Phase 2) is due to open in August 2026 and work is progressing well on site. However, the council's LEIP Phase 3 project relating to the Glenrothes secondary schools was not successful and, consequently, there is a requirement to consider alternative options in relation to the Glenrothes secondary schools alongside the wider school estate.

2.3 Financial Performance – 2024-25 Total Expenditure - Projected Outturn

Appendix 2 provides a summary by capital theme of projected expenditure and income for 2024-25 showing the total reprofiled expenditure budget of £323.773m and projected spend of £262.341m in the 2024-25 financial year, £61.431m slippage across the plan. Comparable expenditure for the previous three years was £242.073m (2023-24) £189.362m (2022-23) and £163.805m (2021-22).

This level of expenditure is significant in comparison to previous years with an increase of 8% on expenditure compared to last year's outturn position.

3.0 Budgets and Funding

3.1 Budget

The Capital Investment Plan 2023-33 was approved by Fife Council in June 2023. At the end of each financial year, any budget which has not been spent is rolled forward into the next financial year as slippage. Services are asked to re-profile their project budgets considering this slippage and the result of this can be seen in the movement from the approved budget to the current budget as detailed in Appendix 2.

Since the last report, there have been further changes to the budget, these are summarised in the table below. The changes have followed the agreed governance processes and have been endorsed by the Investment Strategy Group, chaired by the Head of Finance.

	Total Expenditure £m
Current Capital Investment Plan as at October 2024	324.082
CFCR/CFCR Swap	(0.378)
Increased Grant and Contribution Income	0.069
Current Capital Investment Plan as at December 2024	323.773

3.2 Expenditure

Variances are projected across all themes within the plan, the most significant being:

3.2.1 Opportunities for All

Children– (£0.652m)

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

Education– (£12.613m)

Slippage of (£2.900m) under South & West Fife School Replacement project to reflect a change in the planned construction programme for the offsite roadworks on Admiralty Road which had been planned for this year in setting the financial profile of the project. This has no impact on the overall programme and the project overall remains on target.

Slippage of (£9.307m) under Free School Meals (FSM) Expansion. Funding for this financial year was only awarded by Scottish Government in September 2024 to fund the expansion of the delivery of free school meals to P6 & P7 pupils who are in receipt of the Scottish Child Payment (SCP). Discussions are continuing between Services in agreeing a programme of works that will start to be delivered next financial year across the school estate, prioritising work in the schools with capacity issues in their existing kitchen and dining facilities.

Health and Social Care – (£4.557m)

Slippage is mainly due to the reprofiling of the construction spend on Cupar Care Home which reflects the delayed commencement of the on-site works due to the requirement for a value engineering exercise. The main spend will now be in the early part of 2025-26 rather than late 2024-25.

3.2.2 Thriving Places

Business and Employability – (£1.298m)

Regeneration Town Centres has slippage of (£0.582m) mainly due to the Inverkeithing Public Realm project which is delayed due to negotiating the scheduling of the start date and mobilisation process with contractors. Slippage has also emerged on the Place Based Investment funded programme and the main reasons are as follows: Dunfermline City Square (Gap Site) has experienced a design delay in order to incorporate reduced maintenance costs (£0.280m), Leven Bus Station link will slip to 2025-26 (£0.265m) after a delay in completion of the train station car park. There is also a projected underspend of (£0.098m) at Leven High Street.

Asset, Transportation and Environment – (£9.571m)

Leven Connectivity slippage of (£6.388m) relates to the River Park Routes Project due to delays in securing land from various landowners, however, it is anticipated that the project will deliver in full in the new financial year.

Sustainable transport slippage of (£2.894m) relates to slower take up of grant applications from the £10m LRP fund and slippage in Path & Cycleway Upgrades due to prioritising external grant awards from Transport Scotland.

Area Community & Corporate Dev – (£5.349m)

Countryside has slippage 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.

Improving Health Through Leisure and Sport has slippage of (£0.759m) within approved projects and 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 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.

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.

Fife Tourism infrastructure has slippage of (£0.374m), projects have now been identified to utilise this funding.

3.2.3 Inclusive Growth and Jobs

Business & Employability - £0.797m

The advancement is mainly due to construction of business units at Fife Interchange £0.991m, off-set by £0.090m of underspend at Levenmouth Business Units Phase 1 and slippage of £0.161m on John Smith Business Units due to design delays.

3.2.4 Maintaining Our Assets – Rolling Programmes

Education – (£1.680m)

Slippage of (£1.800m) under Education Rolling Programme for Freuchie Primary School upgrades with a change in financial profile of the project to meet the overall on-site delivery programme. The project is still anticipated to be completed on time next financial year.

Asset & Transportation & Environment – (£2.309m)

Fleet slippage of £0.781m is due to lead in times with orders now expected to arrive early 2025-26.

Climate Change Adaptation slippage of (£1.759m) is partly due to staff shortages and difficulties recruiting specialist staff. In addition, the spend profile has been pushed back due to a later detailed design of Den Bridge, lower tender returns for North Queensferry Pier design, Kinnessburn and Lady Burn flood and feasibility studies.

Area Community & Corporate Dev – (£1.904m)

Plant and 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 have been 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.

Finance & Corporate – (£0.869m)

The slippage mainly relates to the council's Device Refresh Programme (£0.700m). This is due to a review by BTS of the Device Refresh Programme to ensure that there is an equitable and sustainable model going forward.

3.2.5 Maintaining Our Assets – Specific Programmes

Asset & Transportation & Environment – (£4.777m)

Structures Infrastructure slippage of (£1.649m) largely relates to a delay in design of Broad Street Railway Bridge of £1.000m which is now progressing and will continue in 2025-26 as well as reduced spend on constructing Leven Rail Bridge.

Recycling Centres slippage of (£0.497m) relates to a delay in works on Public Access at Lochhead Recycling Centre. Final measures and design work is due to be completed by the end of February, with tendering to take place in March 2025, and work now slipping into 2025-26.

Glenrothes Heat District slippage of (£0.403m) relate to additional connections to the heating network not materialised in 2024-25, with provision made for future years.

Pathway to Net Zero slippage of (£1.652m) is due to slippage of a number of projects which were included within the original programme for 2024-25. Whilst all of the 36 original projects are progressing, there continues to be a shortage of specialist contractor availability. It has become apparent that approximately ten of the later projects, although started, will not be fully delivered until the early part of 2025-26.

Burial Provision slippage of (£0.343m) relates to staffing resource limitations resulting in a delay in the extension projects progression at Scoonie and Cupar Cemeteries, as well as New Beath Cemetery. Works are expected to be delivered in 2025-26.

3.2.6 Housing Revenue Account – (£8.792m)

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 dates can cause a material level of slippage.

There is also 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.

3.2.7 Other Items – (£6.737m)

This slippage mainly represents budget of £4.640m which was included in the Capital Investment Plan in 2023 and remains unallocated. The remainder, £2.097m, is a provision for inflation.

3.3 Total Income

- 3.3.1 Capital expenditure is funded from several income sources, some of which contribute specifically to individual projects in the plan. These income sources are Capital Financed from Current Revenue (CFCR), Scottish Government Specific Capital Grant and other grants and contributions (e.g. lottery funding).
- 3.3.2 Appendix 2 shows that there is a total income budget of £96.521m against a forecast of £79.406m giving a variance of £17.115m, which mainly relates to slippage in grant income in relation to the Leven Connectivity project which reflects the slippage in expenditure noted in para 3.2.2 above. The income will be received next financial year, when the expenditure is incurred.
- 3.3.3 The CFCR variance also includes a lower than planned contribution from the HRA of £0.881m. The remainder of the variance relates to a number of projects within the General Fund that will continue being delivered into next year and the funding will be available to match this expenditure.

3.4 Total Funding

Within the total funding section of Appendix 2, there is an underspend on borrowing of £46.719m. The other income such as General Capital Grant and Capital Receipts are not specifically related to any capital project but provide funding for the plan overall. The underspend on borrowing reflects the slippage in the overall capital plan.

4.0 Prudential Indicators

- 4.1 The council operates within the CIPFA Prudential Code framework. The Prudential Code is designed to support local authorities in taking their decisions in capital finance and expenditure. There is a statutory requirement to operate within the code.
- 4.2 As outlined in the previous Capital Investment Plan report presented to this committee, the Prudential Code requires the monitoring and reporting of performance against prudential indicators to be reported quarterly.

The introduction of quarterly monitoring facilitates increased reporting to ensure that the council continues to operate within the indicators and boundaries approved.

- 4.3 Appendix 3 provides details of Fife Council's Prudential Indicators based on the Provisional Outturn figures. The information includes the outturn position for the previous two years, the indicators approved within the Treasury Strategy 2023-26 and the estimates for the current and following two years based on most recent estimated expenditure and income profiles.
- 4.4 A detailed description of each indicator is included in the Appendix. Commentary on movements is provided below:
- 4.4.1 **Capital Expenditure**

This reflects the capital expenditure for 2024-25 along with the estimates for the next two financial years. The total expenditure has reduced by £12.377m from that reported to last committee and reflects the slippage in section 3 above.

4.4.2 Financing Costs

These are the costs to the council of borrowing money to pay for capital projects and include principal repayment and interest charges, known as Loan Charges. The council has two types of borrowing, short term for cash flow purposes and long term for capital purposes. The council also uses its own internal balances to meet cash flow demands and interest is paid to the General Fund and the HRA from the Loans Fund for the use of this cash.

4.4.3 External Debt

The projected external debt has reduced from that previously reported to this committee and reflects the decrease in capital expenditure. Long term borrowing should only be undertaken for capital purposes. The cash position of the council is continually changing and, as a result, short term borrowing may be required to ensure that the council has sufficient funds to meet its ongoing obligations. The total debt position, for both short and long term borrowing is within the operational boundary and the authorised limits approved in the Treasury Strategy for 2024-27 and is not a cause for concern.

5.0 Conclusions

- 5.1 The current total expenditure budget for the financial year 2024-25 is £323.773m and the council is estimated to deliver £262.341m (81%) investment in the year, with slippage of £61.431m.
- 5.2 This level of expenditure represents continued progress on the delivery of a wide range of capital projects. Major capital investment by Fife Council continues, however, there is a level of uncertainty associated with speed of delivery and future costs.
- 5.3 There are 32 projects/programmes within the Plan which have a value of £5.000m or greater. The overall budget for these projects is £834.413m, with anticipated expenditure of £838.890m and an estimated overspend of £4.477m (0.54%).
- 5.4 Where significant variances arise, these are reviewed by the appropriate Directorate in conjunction with the Investment Strategy Group and would be reflected in future capital plan reports to committee.
- 5.5 There is a requirement to report quarterly on the council's Prudential Indicators and to monitor these or the course of the year. These can be seen in Appendix 3.

List of Appendices

1. Major Capital Projects total Cost Monitor
2. Monitoring Report by Capital Theme
3. Prudential Indicators

Report Contact

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FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2024-33
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Opportunities for All								
Madras College Extension	E&CS		5.713	5.713	0.000	0.00%	Future Project	2027-28
Dunfermline Learning Campus	E&CS		120.984	120.984	0.000	0.00%	Completed Project	2024-25
Extension Secondary School - Viewforth	E&CS	5.989	6.335	6.335	0.000	0.00%	Future Project	2030-31
New Secondary School - Glenrothes /Glenwood	E&CS	27.532	86.831	86.831	0.000	0.00%	Future Project	2029-30
Queen Anne High School Extension	E&CS		6.626	6.626	0.000	0.00%	Future Project	2030-31
Inverkeithing High School	E&CS		85.000	88.000	3.000	3.53%	Current Project	2026-27
Primary School Development Future Projects	E&CS		97.638	97.638	0.000	0.00%	Future Project	2032-33
Methil Care Home	H&SC	6.620	8.876	9.276	0.400	4.51%	Current Project	2024-25
Cupar Care Home	H&SC	5.580	10.254	10.254	0.000	0.00%	Current Project	2025-26
Anstruther Care Home	H&SC	6.145	8.864	12.206	3.342	37.70%	Feasibility	2026-27
		51.866	437.121	443.863	6.742	1.54%		
Thriving Places								
Northern Road Link East End	ATE		14.845	14.845	0.000	0.00%	Preparatory Works	2026-27
Western Distributer Road	ATE		9.299	9.299	0.000	0.00%	Future Project	2030-31
Northern Road A823	ATE		14.596	14.596	0.000	0.00%	Preparatory Works	2029-30
Levenmouth Reconnected	ATE	2.000	8.187	8.187	0.000	0.00%	Current Project	2027-28
Mountfleurie Bridge	ATE		8.500	8.500	0.000	0.00%	Preparatory Works	2025-26
River Park Routes	ATE		5.566	5.566	0.000	0.00%	Preparatory Works	2025-26
Glenrothes - Riverside Park	Bus & Employ	4.980	5.468	5.468	0.000	0.00%	Current Project	2024-25
Abbeyview Integrated Hub	Communities	1.500	9.506	7.433	(2.073)	-21.80%	Current Project	2024-25
Templehall Community Hub	Communities	1.500	15.304	15.304	0.000	0.00%	Current Project	2026-27
Cowdenbeath LC Phase 2	Communities	1.600	7.407	7.407	0.000	0.00%	Current Project	2025-26
East Sands LC Redevelopment Project	Communities	6.000	6.000	6.000	0.000	0.00%	Future Project	2026-27
		17.580	104.679	102.606	(2.073)	-1.98%		
Inclusive Growth and Jobs								
Fife Interchange Business Units - Phase 1 & 2	Bus & Employ	8.130	11.519	11.594	0.075	0.65%	Current Project	2024-25
John Smith Business Park Business Units	Bus & Employ	3.644	5.517	5.517	0.000	0.00%	Current Project	2025-26
		11.774	17.036	17.111	0.075	0.44%		
Housing Revenue Account								
Affordable Housing over £5m			205.092	205.092	0.000	0.00%	Future Project	2027-28
Swan and Memorial High Rise			7.002	7.002	0.000	0.00%	Current Project	2025-26
		0.000	212.094	212.094	0.000	0.00%		
Maintaining Our Assets								
Lochgelly Primary School	E&CS	9.000	8.984	8.984	0.000	0.00%	Completed Project	2024-25
Leven Railway Bridge & Bawbee Bridge	ATE	2.279	10.150	9.883	(0.267)	-2.63%	Current Project	2024-25
Den Burn Bridge	ATE	2.120	10.710	10.710	0.000	0.00%	Preparatory Work	2028-29
Broad Street Bridge Cowdenbeath	ATE	3.678	11.808	11.808	0.000	0.00%	Preparatory Work	2028-29
Lyne Burn	ATE	1.217	6.217	6.217	0.000	0.00%	Future Project	2030-31
Local Area Network	BTS	7.200	7.314	7.314	0.000	0.00%	Current Project	2029-30
Balwearie High School	E&CS	8.300	8.300	8.300	0.000	0.00%	Future Project	2027-28
		33.794	63.482	63.215	(0.267)	-0.42%		
Grand Total		115.014	834.413	838.890	4.477	0.54%		

**FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2024-33
MONITORING REPORT**

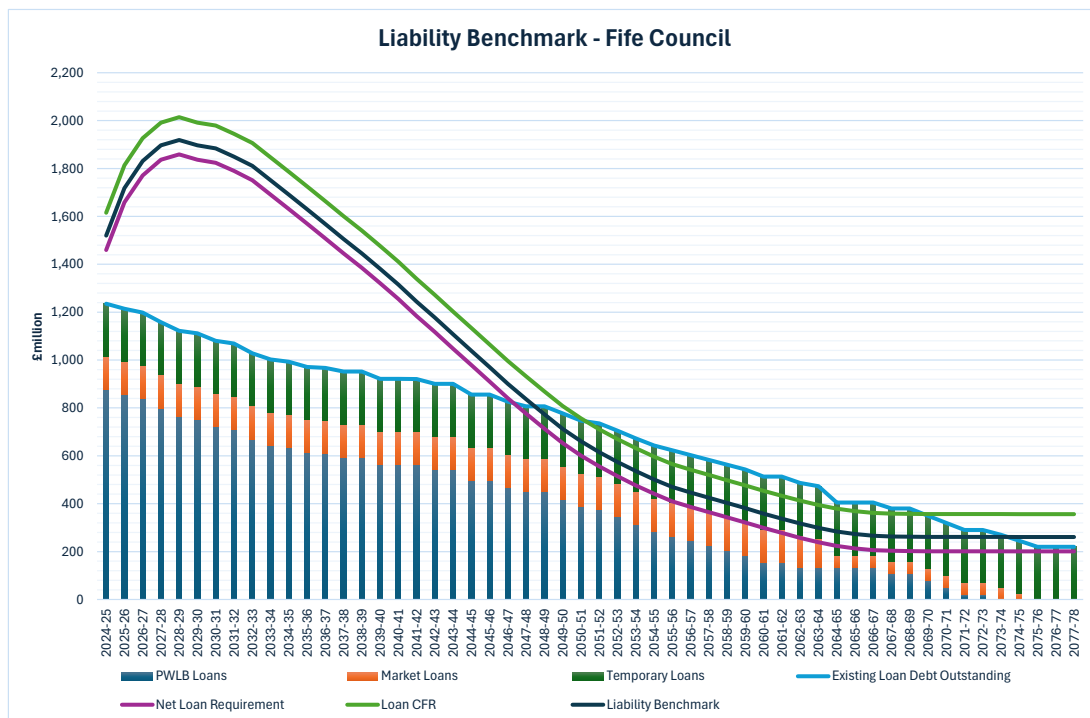
Appendix 2

Capital Theme	Approved Budget £m	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Opportunities for All	85.528	55.898	27.257	38.075	(17.823)	68%
Thriving Places	17.896	45.712	18.331	29.495	(16.218)	65%
Inclusive Growth and Jobs	11.116	7.558	3.054	8.355	0.798	111%
Maintaining Our Assets - Rolling Programmes	45.657	66.702	39.687	59.113	(7.590)	89%
Maintaining Our Assets - Specific Programmes	13.387	15.248	6.333	10.178	(5.070)	67%
Housing Revenue Account	100.315	125.917	86.624	117.125	(8.792)	93%
Corporate Items	14.597	6.737	0.000	0.000	(6.737)	0%
TOTAL EXPENDITURE	288.496	323.773	181.286	262.341	(61.431)	81%
Scottish Government Specific Capital Grants	(3.856)	(5.660)	(2.256)	(4.458)	1.202	79%
Other Grants and Contributions	(46.863)	(52.299)	(21.318)	(43.269)	9.031	83%
Capital Financed from Current Revenue (CFCR)	(61.426)	(38.561)	(8.771)	(31.680)	6.882	82%
TOTAL INCOME	(112.144)	(96.521)	(32.344)	(79.406)	17.115	82%
TOTAL NET EXPENDITURE	176.352	227.251	148.942	182.935	(44.317)	80%
Scottish Government General Capital Grant	(40.776)	(47.190)	(40.754)	(47.190)	0.000	100%
Capital Receipts	(5.024)	(1.275)	(3.525)	(3.677)	(2.402)	288%
NHT Loan Repayments	0.000	0.000	0.000	0.000	0.000	0%
Borrowing from Loans Fund - General Fund	(96.140)	(97.304)	0.000	(58.879)	38.425	61%
Borrowing from Loans Fund - HRA	(34.412)	(81.482)	0.000	(73.188)	8.294	90%
TOTAL FUNDING	(176.352)	(227.251)	(44.279)	(182.935)	44.317	80%

Fife Council
PRUDENTIAL INDICATORS 2024 27

ACTUAL 2022-23		ACTUAL 2023-24		AFFORDABILITY INDICATORS			PROJECTION 2024-25			ESTIMATE 2025-26			ESTIMATE 2026-27		
Capital Expenditure						Capital Expenditure									
General Fund						General Fund									
Housing Revenue Account						Housing Revenue Account									
Financing Costs						Financing Costs									
General Fund						General Fund									
Housing Revenue Account						Housing Revenue Account									
Net Revenue Stream						Net Revenue Stream									
General Fund						General Fund									
Housing Revenue Account						Housing Revenue Account									
Ratio of Financing Costs to Net Revenue Stream						Ratio of Financing Costs to Net Revenue Stream									
General Fund						General Fund									
Housing Revenue Account						Housing Revenue Account									
The Capital Financing Requirement						The Capital Financing Requirement									
General Fund						General Fund									
Housing Revenue Account						Housing Revenue Account									
External Debt						External Debt									
Authorised Limit for Total External Debt						Authorised Limit for Total External Debt									
Operational Boundary for Total External Debt						Operational Boundary for Total External Debt									
Prudence Indicators						Prudence Indicators									
External Debt and the Capital Financing Requirement						External Debt and the Capital Financing Requirement									
Forecast External Debt						Forecast External Debt									
Forecast Capital Financing Requirement						Forecast Capital Financing Requirement									
Adoption of the CIPFA Code on Treasury Management						Adoption of the CIPFA Code on Treasury Management									
Code adopted in 1996 and compliance maintained through the Treasury Management Strategy						Code adopted in 1996 and compliance maintained through the Treasury Management Strategy									
Fixed Interest Rate Exposure Upper Limit						Fixed Interest Rate Exposure Upper Limit									
Variable Interest Rate Exposure Upper Limit						Variable Interest Rate Exposure Upper Limit									
Total Principal Sums Invested Beyond 364 days Upper Limit						Total Principal Sums Invested Beyond 364 days Upper Limit									

Debt Liability Benchmark



FIFE COUNCIL PRUDENTIAL INDICATORS 2024-27 - EXPLANATORY NOTE

CAPITAL EXPENDITURE

This reflects the budgeted capital expenditure for the next 3 financial years.

FINANCING COSTS

These are the costs to the Council of borrowing money to pay for capital projects and include principal repayments and interest charges which are charged against the relevant revenue budgets, known as Loan Charges. These costs will vary over time as capital expenditure estimates and interest rates change.

NET REVENUE STREAM

This provides details of the income anticipated from General Government Grant, Council Tax, Non-Domestic Rates and Housing Rents. The estimates used are consistent with the assumptions in medium term finance strategy.

RATIO OF FINANCING COSTS TO NET REVENUE STREAM

This is a key indicator and highlights how much of the Council's annual income is used to meet the costs of the Council borrowing to fund Capital Expenditure Plans. The cost of borrowing becomes a fixed cost, which is increasing over time as revenue streams decrease and capital expenditure increases.

THE CAPITAL FINANCING REQUIREMENT

This indicator quantifies the Council's need to borrow to fund Capital Projects. It takes account of capital expenditure and income estimates along with the estimates for the repayment of loan charges in each of the financial years.

EXTERNAL DEBT

This is the amount the Council borrows externally to fund Capital Projects. Council's can only borrow on a long term basis to meet the cost of new capital expenditure.

AUTHORISED LIMIT / OPERATIONAL BOUNDARY FOR EXTERNAL DEBT

These are approved limits which are used to monitor the total borrowings of the Council on a day-to-day basis. The Operational Boundary is set to reflect the estimated need to borrow for a capital purpose in the current and two following financial years as permitted by the CIPFA code on Treasury Management. It is not normally expected to be exceeded. The Authorised Limit is the upper limit of gross external debt which should not be exceeded. It reflects the level of external debt which could be afforded in the short term but is not necessarily sustainable in the longer term. If any breach of either of these limits were to occur, members should be formally advised of the occasions and reason for the breach. These limits are contained in the Treasury Strategy 2023-26 and approved by Cabinet Committee in August 2023 and will not change until new limits are approved in 2024-25.

FIFE COUNCIL

PRUDENTIAL INDICATORS 2024-27 - EXPLANATORY NOTE (Continued)

EXTERNAL DEBT AND THE CAPITAL FINANCING REQUIREMENT

This is another key indicator which highlights whether the Council has borrowed to meet its needs or not. If the limit has been exceeded, it may indicate that the Council has borrowed in advance of its needs. This indicator requires to be closely monitored to ensure premature borrowing does not happen.

DEBT LIABILITY BENCHMARK

This is a new indicator which was introduced for 2023-24. It is important that the Council understands the relationship between the gross loan debt and its loan debt less investments made for treasury purposes. The Council is required to estimate and measure the Liability Benchmark for future years. The Liability Benchmark is not a single measure and therefore presented as a chart detailing four components:

Existing Loan Debt Outstanding – Council's existing loans still to be repaid.

Loan CFR – this is calculated in accordance with the Prudential Code guidance and projected into the future. It represents future estimated borrowing requirements.

Net Loans Requirement – this shows the Council's gross loan debt less treasury management investments at the end of each financial year based on the approved prudential borrowing, estimated loan fund principal repayments and any other major cash flow forecasts.

Liability Benchmark – this equals the net loan requirement plus short-term liquidity allowance for day-to-day cash flow purposes

The graph is intended to illustrate the gap between the current level of outstanding debt and the liability benchmark. Where the debt outstanding or actual loans are below the benchmark, this indicates a future borrowing requirement. This is shown between 2023-24 and 2049-50. In any year where the loans are greater than the benchmark demonstrates an overborrowed position which will mean there is a requirement for cash investment.

The graph depicts the borrowing requirement in the earlier years because of the planned levels of capital expenditure in those years based on the 10 year Capital Investment Plan.

6 March 2025

Agenda Item No. 6

Housing Emergency Action Plan Update

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

This report outlines the impact, to date, of actions taken in response to the development of the Housing Emergency Action Plan (HEAP) and highlights the areas where a more strategic approach is required to deliver change.

Recommendation(s)

The Cabinet Committee is requested to consider the report and:-

- (1) review the progress made to date in improving housing supply and reducing homelessness; and
- (2) note the next steps and further reporting in 2025 as outlined in section 3 of the report.

Resource Implications

There is currently no additional Grant or Subsidy funding available to Councils as a result of declaring a Housing Emergency. The HEAP Board have considered how existing resources can be best utilised to ensure delivery of the HEAP. This includes a review of Core Budgets and any temporary funding sources.

Legal & Risk Implications

Regular breaches of statutory homelessness duties partly triggered the declaration of the Housing Emergency. It is highly probable these will continue without reductions in demand. The Council is also likely to experience significant legal, regulatory and reputational risk due to shortages of housing supply and related services.

Impact Assessment

An EQIA Part 1 has been prepared to accompany this report but will be further developed and monitored by the HEAP Programme Board

Consultation

The HEAP Board have developed a full Communication and Engagement approach which builds on the extensive engagement around the Housing Emergency Themes agreed by Cabinet Committee.

1.0 Background

- 1.1 Fife Council made the decision to formally declare a Housing Emergency on 21 March 2024 and required the Head of Housing to develop a Housing Emergency Action Plan (HEAP) and this was reported to Cabinet on 6 June 2024.
- 1.2 The HEAP Board are currently preparing a formal Position Statement documenting progress since then and highlighting key issues for consideration going forward. This is expected to be reported to Cabinet in June and issued as a consultation document to maintain and build on the engagement and partnership approach taken to date.

2.0 Issues and Options

- 2.1 The Housing Emergency Programme Board has met on a regular basis to assess and identify priority actions across the Themes agreed by Cabinet Committee in June 2024. While the Board have monitored short term actions, the focus has been to develop significant and more transformational actions that could be taken to address the systemic issues triggering the local and national housing emergency decision.

Since the last report, there have been several positive national developments which the Board are working to align with the local response:

- Scottish Government have created a Housing Emergency Unit and asked Fife to be one of five local authorities to participate in a national 'Sprint' commencing in December 2024
- A national Housing Emergency framework has been created with 3 'Pillars' of Housing Emergency issues which largely replicate the Fife model / themes
- The 2025/26 Scottish Budget restored the Affordable Housing budget to 2023/24 levels and Resource Planning assumptions for 2025/26 will enable additional affordable housing site starts to be brought forward. Additional resource commitments are also expected to be made available to address national priorities around homelessness prevention and, specifically, reducing the number of children in temporary accommodation
- Several national academic and research institutions are taking forward research into the fundamental change that is required within the Scottish housing investment system with a view to providing several options. The Scottish Government/CoSLA Housing Investment Task Force will report in March 2025 to the Housing 2040 Board.

- 2.2 The Housing Emergency Programme Board was established to oversee work directly impacting the housing emergency. As a result of operational focus and maximising the use of available resources, the following improvements have been recorded between March and December 2024:

- 254 new build affordable homes and 32 acquisitions have been delivered with funding identified to purchase a further 20 in 2024/25.
- 54 long-term empty private sector homes have been brought back into use and funding has been identified to further support empty homes initiatives.
- Voids improvements have reduced the number of longer-term voids properties and the average days to relet Fife Council properties from 43.5 to 38.5 days with further improvement expected.

- Delivered 193 Technology Enabled Care solutions and opened an Independent Living Hub in Kirkcaldy.
- Reduced live homeless cases from 1,938 to 1,758.
- Increased the number of live Housing First tenancies from 66 to 92.
- Reduced households in B&B type accommodation from 23.1% to 5.21% in quarter 3 (2024/25).

2.3 At a strategic level, the Council has agreed the HRA Capital Plan for the period 2025-29. The Affordable Housing Programme (AHP) is supported to complete the remaining new build council houses in the Phase 3, the Transitional AHP and the Phase 4 AHP. The HEAP Board has also been reviewing the impact of the Scottish Government's 24% budget reduction in housing subsidy provided to Fife Council and the Fife Housing Association Alliance which has resulted in several affordable housing projects being delayed to 2025/26.

While the 2025/26 budget substantially restores RPAs, the review has highlighted the impact of the budget and concluded that it has slowed down the programme and new approval. Landlords have also made structural changes within operating models which will also impact the programme moving forward. The Affordable Housing Board are also continuing to consider the impact of wider issues, such as capacity within the building and construction industry, planning and infra-structure issues as well as access to land and different delivery models.

2.4 An additional £1m of investment has also been targeted from Resettlement funds to build capacity within the private sector and reduce the number of longer-term empty homes through active promotion and other workstreams. The reduction target within the Local Housing Strategy is 45 but the Board is confident that 60 properties will be returned in year with ongoing engagement work investigating other measures that could be put in place generate further reductions in future years.

2.5 The Allocation Policy and Systems Review Group are continuing to develop proposals and concepts for a Housing Allocation Policy incorporating a number of measures which are influenced by the Housing Emergency. Draft proposals are being developed through the Task and Finish Group will be reported to Cabinet in April.

2.6 A number of Registered Social Landlords based in, or operating in Fife, have also submitted contribution statements or pledges in support of the Housing Emergency.

2.7 While the Board are working to improve operational performance, the focus has been developing workstreams that could generate more transformational change within the housing system. The unexpected reduction in the national budget has highlighted the fragility of the housing investment and subsidy system prompting workstreams at a local and national level to investigate alternative models with reports to the National Investment Task Force expected in March 2025. These workstreams will be critical in informing the future of the housing supply programme and the potential to develop a range of social and below market rent housing options as a response to the Housing Emergency. The Fife HEAP Board has also engaged with colleagues across the country to examine potential alternative delivery vehicles, capable of creating an enhanced approach to housing led regeneration, rural housing issues and alternative resourcing models linked to wider infra-structure projects and well as incorporating an acquisition component to the Housing Supply Programme.

- 2.8 The Board recognise that the need to accelerate housing supply and a Place based approach as the main driver for exiting the housing emergency but are also developing a transformational approach to the management of existing housing stock and support to vulnerable households. Links are being made to the council’s Digitalisation Programme to enhance the use of technology-based supports, enhancing services to vulnerable households. Connections are also being made by the Board between the Ending Homelessness Agenda and the council’s No Wrong Door Programme with a focus on a Whole Systems Approach to homelessness prevention and support to vulnerable communities.

3.0 Conclusions

- 3.1 The operational indicators show the declaration of housing emergency has been a catalyst to increasing council and Partnership focus on housing issues and led to improvements in housing services. The establishment of the Board has created a wider perspective on a range of complex housing issues and strengthened the commitment to adopt a more fundamental partnership approach to improving lives, communities and the range of housing and related services available. This change will require an alignment of local and national strategy and Fife is well placed to continue the positive work across housing supply, managing and maintained Fife’s housing stock and improving services to those most at risk of homelessness.
- 3.2 While progress has been made, work is ongoing to embed priority actions within the relevant partnership Boards with the appropriate priority to allow all issues to be thoroughly explored and recognising the challenging and complex decision that members will need to make to exit the Housing Emergency. It is proposed that Topic Reports will be brought forward throughout 2025/26, working to the following timeline.

HEAP Action	Reporting Timescale
Interim Housing Emergency Allocation Policy Recommendations from the Task & Finish Group	April 2025
Affordable Housing Phase 4, including housing acquisitions (Pending AHB Decision)	April 2025
Scaling Up Housing First in Fife	May 2025
Developing a Temporary and Supported Accommodation Strategy – reducing reliance on hotels	May2025
HEAP Board Report	June 2025
Reducing Private Sector Empty Homes	June 2025

John Mills
Head of Housing Services

Report Contact

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List of Appendices

1. EQIA Part 1

Equality Impact Assessment

Part 1: Background and information

Title of proposal	Housing Emergency Action Plan
Brief description of proposal (including intended outcomes & purpose)	Prepare a number of housing emergency short, medium and longer term actions to mitigate the systemic issues affecting housing strategic planning and operational performance
Lead Directorate / Service / Partnership	Communities, Housing Services
EqlA lead person	Gavin Smith
EqlA contributors	HEAP Programme Board
Date of EqlA	11 th February, 2025

How does the proposal meet one or more of the general duties under the Equality Act 2010? (Consider proportionality and relevance on p.12 and see p.13 for more information on what the general duties mean). If the decision is of a strategic nature, how does the proposal address socio-economic disadvantage or inequalities of outcome?)

General duties	Please Explain
Eliminating discrimination, harassment and victimisation	HEAP Actions are being developed to improve access to a range of housing and related systems to promote access to a safe, warm, affordable home
Advancing equality of opportunity	Improving housing circumstances is linked to improving wider life changes, opportunities and general wellbeing
Fostering good relations	The HEAP Board brings together a range of partners to identify potential contributions and improved understanding of complex issues
Socio-economic disadvantage	The HEAP is being designed to improve Council and partner performance in relation to households facing homelessness, poverty and other forms of disadvantage
Inequalities of outcome	The HEAP Board recognise that some households are being disadvantaged by access to housing, homelessness or poor housing quality issues. The actions need to have an early direct impact but improve systems performance in the short. Medium and longer term

Having considered the general duties above, if there is likely to be no impact on any of the equality groups, parts 2 and 3 of the impact assessment may not need to be completed. Please provide an explanation (based on evidence) if this is the case.

There is a breadth of evidence that homelessness and housing fragility has disproportionate effects of different society groups. Single people, particularly men, are more likely to experience homelessness although it there is a gendered element where women are more likely to experience worse detrimental impacts of homelessness. There is emerging evidence of the experience of people from different ethnic groups and those from LGBTQ+ communities experiencing homelessness with particular service based impacts. There is no action proposed to target specific issues such as chronic and enduring rough sleeping, addictions or specific health needs. The actions arising in the plan are focussed on general housing supply and improvements in service. Actions developed would have a positive impact on community groups known to be at higher risk of homelessness including, people experiencing domestic abuse, those leaving institutions (such as hospital or prison), veterans and care experienced young people

Local Heat and Energy Efficiency Strategy Delivery Plan

Report by: Pam Ewen, Head of Planning Services

Wards Affected: All

Purpose

The purpose of this report is to seek approval of Fife Council's delivery plan for the Local Heat and Energy Efficiency Strategy.

Recommendation(s)

It is recommended that committee members approve the Local Heat and Energy Efficiency Strategy Delivery Plan (as set out in Appendix 1) and agree to publish.

Resource Implications

Funding from Scottish Government is received for the development, and supporting delivery, of a Local Heat and Energy Efficiency Strategy and Delivery Plan. £0.075m is being provided per year until 2027/28.

The delivery plan consists of actions within the council's control. Actions are within existing budgets and staff resources. Service leads have agreed on the actions in the plan. Where appropriate, business cases will be developed and separate approvals sought.

Legal & Risk Implications

The Local Heat & Energy Efficiency Strategies (Scotland) Order 2022 came into force on 21 May 2022. This has a statutory duty on local authorities to:

- Prepare, publish and update a Local Heat and Energy Efficiency Strategy and Delivery Plan.
- Publish the first of these on or before 31 December 2023.

The council met this duty in November 2023 (strategy and high-level delivery plan). The strategy approved at the Cabinet Committee on 30 November and stated a delivery plan would be considered and published, given subject to committee approval, in early 2025. This report sets out the delivery plan for approval.

Impact Assessment

A **Strategic Environment Assessment** was screened out during development of the strategy. This included the Local Heat & Energy Efficiency Strategy delivery plan. It was determined under Schedule 2 of [Environmental Assessment \(Scotland\) Act 2005](#) there are unlikely to be any significant environmental effects. Key impacts were already assessed in national strategies and subject to Strategic Environmental Assessment. Furthermore, this delivery plan does not have the level of granularity to separate it from existing Strategic Environmental Assessments. Future actions may be subject to planning/other consenting regimes. The screening determination letter is available [here](#).

An **Equalities Impact Assessment** template was completed and approved for the 30 November 2023 Cabinet Committee. This covered the strategy and this delivery plan. It determined there is not likely to be impacts on any of the equality groups and/or businesses. Identified actions have not singled out specific groups. Instead, they focus on improving all buildings across Fife. The Equality Impact Assessment can be found [here](#).

A [Fife Environmental Assessment Tool](#) was also completed. This identified a range of beneficial impacts, no impacts, and one mixed impact for the criteria identified.

Consultation

The Heads of Legal and Democratic Services and Financial Services were consulted on and have agreed this report. Heads of Property, Housing and Communities and Neighbourhoods Services have been consulted on this report and have agreed the actions. Several other stakeholders were also engaged during development of the delivery plan. Meetings and workshops took place with council officers in key teams. These helped identify and agree the included actions. Other internal engagement included:

- Fife Housing Group/ Energy Efficiency Standard for Social Housing 2 Forum
- Lunchtime CPDs (Continuing Professional Development)
- Healthy Heating Partnership and Fuel Poverty Task Group
- Addressing Climate Emergency Board

A councillor training session took place on 13 January 2025. All elected members received invitations, with 20 attending. This consisted of a presentation and a questions and answer session.

As noted, all actions in the plan are those within the council's control. No public consultation was required. However, multiple external stakeholders were engaged throughout development. Other external engagement included:

- Fife Housebuilders Forum
- Fife Housing Group/Energy Efficiency Standard for Social Housing Forum
- Ongoing engagement with Scottish Government teams on heat network zones
- Association for Public Service Excellence Energy Summit
- Scottish Cities Alliance Heat Network Event
- Lunchtime Learning session via Fife Voluntary Action and webinar via Fife Climate Hub

1.0 Background

- 1.1 The Cabinet Committee of 30 November 2023 approved publication of the council's first [Local Heat & Energy Efficiency Strategy](#). It included a high-level delivery plan. This met the requirements of The Local Heat & Energy Efficiency Strategies (Scotland) Order 2022; one of the first councils to do so.
- 1.2 The strategy presented a vision and priorities for improving the energy efficiency of buildings and switching to climate change friendly heating systems. It will help Fife and Scotland tackle the climate emergency, reduce greenhouse gas emissions and meet net zero.

- 1.3 The approved strategy sets out that a five-year delivery plan would be considered and published in early 2025. This report seeks approval of the delivery plan.

2.0 Overview of Delivery Plan

Development of the plan

- 2.1 The delivery plan forms an important part of the council's Big Energy Move within its [Climate Fife action plan](#). This will begin to transform Fife's energy system to low carbon and delivered in three phases:

- Phase 1 - Policy position and technical case (2024/25)
- Phase 2 - Economic case and change (2025/26)
- Phase 3 - Delivery and Transformation (2026 onwards)

For Phase 1, actions in this delivery plan will be the basis to bring together different council plans, strategies and policies with pathfinding projects to establish an integrated, place-based approach to Fife's energy system.

- 2.2 The Local Heat & Energy Efficiency Strategy had actions in seven categories:

- Building Level
- Heat Networks
- Energy System
- Skills & Jobs
- Funding
- Knowledge & Awareness Raising
- Data, Modelling & Methodology

The delivery plan retains these categories, with specific actions developed for each.

- 2.3 Furthermore, the strategy stated:

“Once published our detailed delivery plan will focus on measures where they are most likely to be possible, minimising potential damage to buildings, rising energy costs, or fuel poverty.”

- 2.4 The strategy identified challenges to improving the energy efficiency of buildings and installing low carbon heating. The five key challenges were on:

- Uncertainty on the most appropriate energy efficiency measures for individual buildings. Errors may increase fuel costs, fuel poverty and damp.
- Insufficient data to make informed decisions (particularly privately owned homes and businesses).
- Identifying where heat pumps offer a good heating solution is difficult. Installing heat pumps where they are unsuitable may result in an inefficient performance. Knowledge gaps on their effective installation and use may make the issue worse. This may lead to higher utility bills, increasing fuel poverty levels.
- Skills, jobs, and supply chain gaps.
- Lack of funding.

The above challenges have made it difficult to identify new and large-scale energy efficiency and low carbon heating solutions.

Early actions to maximise success

- 2.5 Actions in the first delivery plan focus on where the council have most control to maximise success. This is because of the above challenges and statement. All actions included in the plan are those within the council's control. Reference is given to ongoing engagement with external partners to help achieve the strategy's vision. This includes actions to support or enable wider delivery through others. Other actions help tackle the above challenges such as closing data gaps.
- 2.6 Engagement with key teams across the council helped identify actions. This highlighted work already being undertaken over the next five years. Some new identified actions fall in a team's remit. Where this is the case, the Service has agreed to undertake them within existing resources.
- 2.7 Some actions will depend on the availability of future funding. There will be a need to explore where funding opportunities could be applied for to enable these.

Action summary and categories

- 2.8 The table below provides an overview of each category, and actions, in the delivery plan. For a summary of the actions see section 1.3.1 of Appendix 1 – Draft Local Heat & Energy Efficiency Strategy Delivery Plan; for full details see section 1.3 of Appendix 1.

Category	Summary
Building level	<p>This category focuses on actions to:</p> <ul style="list-style-type: none"> • Improve the energy efficiency of individual buildings. • Switch to climate change friendly heating systems.
Heat networks	<p>This category focuses on actions to:</p> <ul style="list-style-type: none"> • Opportunities for new district heat networks. • The potential to expand existing networks. • Suitable delivery models to support the above. <p>Furthermore, there is an action to meet the council's statutory duty under the Heat Networks (Scotland) Act 2021. This has a requirement for councils to review and formally designate heat network zones. These are areas which have been identified as being suitable for a district heat network. Initial zones were identified as part of the strategy and have been updated since publication.</p>
Energy system	<p>This category focuses on the need to have a resilient and just transition to decarbonise heat. It recognises the importance of considering the wider energy system and infrastructure changes. This is especially important when planning heat decarbonisation. Actions on the energy system focus on:</p> <ul style="list-style-type: none"> • Identifying electricity grid capacity and resilience. • Opportunities to expand energy systems to meet green heating needs.

Category	Summary
Skills & jobs	<p>This strategy highlighted the significant jobs and skills gap to meet energy efficiency and heating targets. It also references the need for a just energy transition. Actions in this category focus on opportunities to:</p> <ul style="list-style-type: none"> • Target different groups who could benefit from green heating and energy efficiency jobs. • Support jobs and the supply chain at the regional level.
Funding	<p>The strategy sets out the large funding gap to meet energy efficiency and heating targets. This gap exists at the national, regional, and local level. This category has actions which will aim to reduce this gap. Actions include:</p> <ul style="list-style-type: none"> • Identifying and promoting existing and alternative funding approaches. • Maximising existing energy spend to benefit Fife. • Informing the direction of new funding sources.
Knowledge & awareness raising	<p>This category has actions focussing on communications and behavioural change. Actions focus on:</p> <ul style="list-style-type: none"> • Raising awareness of the strategy and our Big Energy Move. • Improving knowledge and awareness of energy efficiency measures and green heating opportunities.
Data, modelling & methodology	<p>Large amounts of data and modelling underpin the success of the Local Heat & Energy Efficiency Strategy in Fife. This category has a range of actions focussed on helping Fife:</p> <ul style="list-style-type: none"> • Improve the quality and quantity of data available to the council. • Refine and create models to support ongoing identification of opportunities to improve buildings and heating. • Complete reviews to ensure the ongoing success of delivery.

Measuring success

- 2.9 The delivery plan contains a set of indicators to measure success which progress will be monitored against. Stages of completion of the delivery plan will be recorded in a climate portal. This will be reported via the Big Energy Move as part of Climate Fife. More regular reporting on success and progress of the strategy and delivery plan will be to the Local Heat & Energy Efficiency Strategy Officer Steering Group and Addressing the Climate Emergency Board.

3.0 Conclusions

- 3.1 To summarise, the production and publication of a Local Heat & Energy Efficiency Strategy is a legal duty under The Local Heat & Energy Efficiency Strategies (Scotland) Order 2022. The first iteration had to be published on or before 31 December 2023. Cabinet Committee (of 30 November 2023) agreed a delivery plan was to be considered and published, given subject to committee approval, by March 2025.

- 3.2 This delivery plan forms a key part of Climate Fife's Big Energy Move. It will help Fife address the climate emergency and the needs of our communities. This will be through helping buildings become more energy efficient and switch to green heating systems.
- 3.3 The plan has been developed in consultation with key stakeholders. It includes actions in seven agreed categories. The delivery plan consists of actions within the council's control. Service leads have agreed on the actions in the plan. Where appropriate, business cases will be developed and separate approvals sought.
- 3.4 The Local Heat & Energy Efficiency Strategy helps guide energy efficiency and green heating action across eight priorities that have been identified as being important to key stakeholders in Fife. It will also support the Plan4Fife ambitions to:
 - Reduce fuel poverty.
 - Increase green skills and jobs.
 - Support community wealth building.

List of Appendices

1. Draft Local Heat & Energy Efficiency Strategy Delivery Plan

Background Papers

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

- [Climate Fife 2024 Strategy and Action Plan](#)
- [Local heat & energy efficiency strategy \(LHEES\) and delivery plan | Fife Council](#)

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Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report)

Which Committee report does this IA relate to (specify meeting date)?

Cabinet Committee, meeting 6th March 2025

What are the main impacts on equality?

None noted

What are the main recommendations to enhance or mitigate the impacts identified?

N/A

If there are no equality impacts on any of the protected characteristics, please explain.

An Equalities Impact Assessment template was previously completed and approved for the 30th of November 2023 Cabinet Committee. This covered both the strategy and this delivery plan. It determined there is not likely to be impacts on any of the equality groups and/or businesses. Identified actions have not singled out specific groups. Instead, they focus on improving all buildings across Fife. The Equality Impact Assessment can be found [here](#).

Further information is available from: Name / position / contact details:

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Local Heat and Energy Efficiency Strategy (LHEES)

Delivery Plan

Fife Council

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Glossary

ABS	Area-Based Schemes
ASHP	Air Source Heat Pump
BGS	British Geological Survey
CCZW	Climate Change and Zero Waste Team
DNO	Distribution Network Operator
ECO	Energy Company Obligation
EES:ABS	Energy Efficient Scotland: Area Based Schemes
EESH	Energy Efficiency Standard for Social Housing
EPC	Energy Performance Certificate
ESP	Energy Skills Partnership
EST	Energy Saving Trust
FVA	Fife Voluntary Action
GIS	Geographic Information System
GSHP	Ground Source Heat Pump
HEEPS:ABS	Home Energy Efficiency Programmes for Scotland: Area Based Schemes
HES	Historic Environment Scotland
HiBS	Heat in Buildings Strategy
HNZ	Heat Network Zones
LA	Local Authority
LAEP	Local Area Energy Plan
LDP	Local Development Plan
LEAR	Local Energy Asset Representation
LHEES	Local Heat and Energy Efficiency Strategy
LPG	Liquefied Petroleum Gas
LTS	Local Transmission System
MoD	Ministry of Defence
NPF4	National Planning Framework 4
OVHA	Ore Valley Housing Association
PEAT	Portfolio Energy Analysis Tool
RIIO ED (2/3)	Revenue = Incentives + Innovation + Outputs – Electricity Distribution
RSL	Registered Social Landlord
SAP	Standard Assessment Procedure
SDS	Skills Development Scotland
SRUC	Scotland's Rural College
SME	Small, Medium Enterprise
Solar PV	Solar Photovoltaic
STEM	Science, technology, engineering, and mathematics
TAHP	Transitional Affordable Housing Programme
UoSA	University of St Andrews
UPRN	Unique Property Reference Number

1. Introduction

In November 2023 Fife Council published its Local Heat & Energy Efficiency Strategy¹. A high-level delivery plan (Table 1) was also included.

The strategy noted the council would publish a detailed 5-year delivery plan in early 2025. Work to identify detailed actions for this plan is now complete, alongside delivery partners, timescales, and performance indicators.

Table 1: Summary of Actions

Building level²	<ul style="list-style-type: none"> • Building level studies to understand specific energy efficiency and heat decarbonisation measures requirements. • Planned projects to decarbonise buildings' internal heat sources. • Planned projects improving buildings' energy efficiency.
Heat networks	<ul style="list-style-type: none"> • Identify opportunities for new heat networks. • Expand and optimise (smart grids/networks) existing heat networks and explore changing to decarbonised heat sources. • Explore heat network delivery model options.
Energy system	<ul style="list-style-type: none"> • Identify existing electricity grid capacity to meet heat decarbonisation requirements. • Explore potential opportunities for expansion of energy systems to meet heat decarbonisation requirements. • Development of a pilot Dunfermline & Rosyth area energy plan.
Skills & jobs	<ul style="list-style-type: none"> • Skills and jobs baseline. • Training of existing providers. • National and regional coordination to tackle the skills gap. • Transitioning skills. • Fostering and feeding the skills pipeline. • Supply chain development.
Funding	<ul style="list-style-type: none"> • Help inform the direction of new funding sources. • Identify and promote existing funding sources. • Explore alternative funding sources to support retrofit/heat decarbonisation. • Maximise existing energy spend to benefit Fife.
Knowledge & awareness raising	<ul style="list-style-type: none"> • Raise awareness of the Local Heat and Energy Efficiency Strategy. • Improve knowledge on energy efficiency and heat decarbonisation.
Data, modelling & methodology	<ul style="list-style-type: none"> • Publish detailed delivery plan. • Review methodology to inform future versions. • Data collection to inform future iterations and identify high certainty actions. • Modelling to inform analysis and identify high certainty actions. • Improve insight of smart energy solutions to support the heat transition.

¹ Actions were in seven categories. Some actions apply to multiple categories which were assigned to the most appropriate category.

² To ensure quality of delivery, building level actions have only been included where they are most likely to be possible, minimising potential damage to buildings, rising energy costs, or fuel poverty.

1.1. Climate Fife’s Big Energy Move

The Climate Fife 2024 Strategy and Action Plan³ set out Fife Council’s plan for the next four years to act on climate change. The council are looking to the future, working to scale-up, going further and faster, and to build on achievements so far. It includes three big moves:

- **Energy** - Making the energy system cleaner, more sustainable and more efficient.
- **Resilience** - Working with partners to adapt and protect communities and nature.
- **Communities** - Supporting local climate action groups to work together and flourish.

It has six Action Programme Themes. Three of these will be directly supported by this delivery plan: **Buildings; Low Carbon Energy;** and **Protecting and Supporting our Communities**. It will also support the other themes where relevant to do so: **Transport and Travel; Zero Waste;** and **Nature and Land**.

This delivery plan forms a key part of the Big Energy Move, where we will begin to transform Fife’s energy system to low carbon. It will be delivered in three phases:

1. Policy position and technical case (2024/25).
2. Economic case and change (2025/26).
3. Delivery and Transformation (2026 onwards).

For Phase 1, this delivery plan will be the basis to bring together different council plans, strategies, and policies with pathfinding projects. This will help establish an *“integrated, place-based approach to Fife’s energy system.”*⁴

1.2. Changes to the energy system for Fife’s places

*“Local Heat & Energy Efficiency Strategies are at the heart of a place-based, locally led, and tailored approach to the heat transition”*⁵. They identify transitions needed in our built environment and consider how these relate to each place.

What is the Place Principle⁶?

The Place Principle details the importance of everyone working and delivering services in a coordinated way around places where people live.

What are place-based solutions⁷?

Almost all services and changes the council make, happen in places (such as local neighbourhoods). The council recognise everyone delivering in a place should work together, which will make sure everything is co-ordinated. It will also ensure the sum of their efforts is greater than their parts.

Place-based solutions start with understanding assets, stakeholders, and relationships in an area. The range of people who can and should contribute to solving social problems and creating great places is broad. Building this community capital is a key purpose of community planning.

Fife Council has a strong focus on solutions focussed on places, and recognises each place has different:

- Energy opportunities, challenges, and priorities.
- Socio-economic priorities - consideration of these in energy planning is essential such as fuel poverty.

The energy transition cannot be seen in isolation. As such Fife Council developed the eight Local Heat & Energy Efficiency Strategy priorities. An example of this is the consideration of the heat transition in the context of the wider energy system. Decarbonising heat will increase demand on the grid, and

³ [Climate Fife 2024 Strategy and Action Plan](#)

⁴ [Climate Fife 2024 Strategy and Action Plan](#)

⁵ [Local heat and energy efficiency strategies and delivery plans: guidance - gov.scot](#)

⁶ [Place Principle: introduction - gov.scot \(www.gov.scot\)](#)

⁷ [Recovery and Renewal \(fife.gov.uk\)](#)

fabric measures will reduce demand. It is therefore crucial to consider grid capacity when identifying actions. Other considerations include generation and storage opportunities, and constraint and resilience risks.

The heat transition also cannot be delivered in a way where some people are left behind. The priorities cover the areas we must think about to enable the heat transition.

This plan is the foundation of solutions for Fife's energy system focussed on place, this will be achieved by:

1. Including actions focussed on place (mainly in the building level, heat networks, and energy system categories).
2. Developing settlement level energy plans and heat network visions, starting with a pilot Dunfermline & Rosyth Energy Plan (chapter 1.3.4.1).
3. Heat network zone designation considering local opportunities, priorities, and challenges.

1.2.1. Energy plans and heat network visions

The council recognise district heating is one of the main requirements of the Local Heat & Energy Efficiency Strategy. They also form a key part of the whole energy system because:

- The roll-out of electrified heat will be supported/impacted by wider energy generation, storage, and constraints.
- Heat networks and heat storage could help balance the grid by having a lower demand than other green heating opportunities.

Therefore, the council have placed this strategy and delivery plan, as fundamental building blocks of Climate Fife and the Big Energy Move. The Big Energy Move will provide a coordinated approach to help meeting the requirements of both this strategy and those of the Heat Networks (Scotland) Act 2021 (chapter 1.3.3).

The first stage is a pilot energy plan for Dunfermline & Rosyth (chapter 1.3.4.1) to act as a prospectus and shared vision for a community. The energy plan will:

- Provide guiding principles for heat network creation and expansion.
- Explore and model a large-scale heat network vision for an area.
- Consider the impact of energy generation, storage, and resilience opportunities and constraint risks.
- Explore how to deliver a just energy transition.

For the plan, the heat network would be the anchor project supported by wider energy analysis. There is also significant potential to explore how this approach can align with Great British Energy's Local Power Plan concept⁸.

1.2.1.1. Opportunities focussed on Fife's places

Opportunities linked to place were identified across Fife's localities to indicate potential priority areas for future energy plans/heat network studies. A RAG (red, amber, green) status was given to criteria:

1. Known heat sources; heat network zones, properties classified as first movers (social housing; public sector buildings; top 100 businesses).
2. Local Development Plan sites.
3. Known energy and heat projects; feasibility studies; and research reports.
4. Other key local priorities and projects.
5. How close each area is to going to market for heat network/wider energy.
6. Opportunity to reduce timescales, add value, and any risks if not delivered in the short term.

⁸ [Great British Energy founding statement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/784222/gbe-founding-statement.pdf)

1.3. Actions

This section provides information on the identified actions across seven categories.

1.3.1. Actions Summary

This plan has actions on switching green heating and improving energy efficiency of buildings (particularly those within the council's control). This includes actions on installing insulation and glazing through to exploring opportunities for heat pumps and pilot projects to improve understanding.

There are also actions on where heat networks can be successful in Fife. Heat networks offer an important opportunity to decarbonise heat at scale and meet net zero. They also can help meet the other focuses of the Plan for Fife (tackling poverty, growing the economy, and building community wealth).

The other main group of actions are on tackling the challenges identified in the strategy. By doing so, this will provide a strong foundation for future delivery. Actions have been included on:

- Exploring how Fife's wider energy system supports/impacts expansion of green heating.
- Understanding the skills and jobs gap, with specific actions on engaging young people, transitioning skills, and working with the council's Employability Team.
- Identifying and unlocking funding opportunities.
- Engaging Fife's communities via targeted communications and working with partner organisations such as Cosy Kingdom.
- Improving data and models to improve understanding of suitable retrofit/heating actions.

1.3.2. Building level

Building level actions focus on:

- Building level studies to understand measures required.
- Planned projects to decarbonise buildings' internal heat sources.
- Planned projects improving buildings' energy efficiency.

The national guidance⁹, states delivery plans should identify areas for:

“Targeted interventions and early, low regrets measures.”

Considering the above, the council developed a “live” optioneering model (summarised below) to help identify suitable domestic building level actions. The outline approach from the strategy was adapted and will be updated as new data and information come available. This will ensure it remains robust and improves over time.

What are low regret measures?

The national Heat in Buildings Strategy defines low regret measures as *“technological solutions where cost uncertainty is low, and we already understand (a) the costs of installation and (b) running costs for Consumers.”* The strategy references:

- Installation of cost-effective energy efficiency first improvements.
- Heat pumps.
- Low and zero emissions heat networks in areas deemed suitable.

What is optioneering?

A process to analyse and assess different options to help solve a problem.

1. **Define retrofit scenarios:**
 - a. Fabric only.
 - b. Install individual decarbonised heating option (with fabric improvements).
 - c. Connect to district heat network (with fabric improvements).
2. **Identify indicators for each of the Local Heat & Energy Efficiency Strategy priorities** - aligned to opportunities and challenges for different stakeholders.
3. **Score indicators** – low, medium, and high scores were assigned to each indicator. Scores were not weighted to ensure stakeholders' priorities are reflected equally.
4. **Review** – to ensure indicators were appropriate, engagement took place with key stakeholders.
5. **Building scoring** – properties were scored using the indicators for each scenario.
6. **Stakeholder engagement** – data was visualised for building clusters/geographic areas. This showed how actions support stakeholder priorities and agree actions for the delivery plan.
7. **Building level actions agreed.**
8. **Monitor and review** – continue to refine the indicators and explore other retrofit scenarios (return to step 1).

⁹ [Local heat and energy efficiency strategies and delivery plans: guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/documents/2022/04/Local-heat-and-energy-efficiency-strategies-and-delivery-plans-guidance-2022-04.pdf)

Table 2: Building level studies and planned projects to decarbonise buildings' internal heat sources and/or improve their energy efficiency.

Code	Action	Delivery partner(s)	Timescale
B.01	Use the optioneering model to identify energy efficiency and heat decarbonisation retrofit opportunities for: <ul style="list-style-type: none"> • Council houses suitable for fabric measures. 400 cavity walls extracted/refilled and 50-100 loft insulation top-ups per year. • Identify council houses likely to be in a heat network expansion area during the lifecycle of this delivery plan. Build in a suitable retrofit plan with Housing Services. • Areas suitable for area-based schemes and national funding opportunities. 100 private/25-50 Council houses per year. 	<ul style="list-style-type: none"> • Housing Services (Lead) • Planning Services: Climate Change & Zero Waste 	Ongoing
B.02	Carry out condition surveys of 15 council trading account properties. These will assess Energy Performance Certificate ratings; understand where stock can be rationalised; or where energy efficiency measures could be implemented.	<ul style="list-style-type: none"> • Business & Employability 	2024-26
B.03	Determine Kirkcaldy town centre properties which are vacant which could be repurposed and/or redeveloped into energy efficient buildings. This will form part of the council's town centre housing approach.	<ul style="list-style-type: none"> • Business & Employability • Housing Services 	By 2028
B.04	Fife Industrial Innovation Investment (i3) programme to deliver new buildings/serviced sites across Mid and South Fife. It will also revise standard specifications for new industrial buildings.	<ul style="list-style-type: none"> • Business & Employability • Property Services 	2024-28
B.05	Subject to available funding, improve the energy efficiency and decarbonise heating of historic buildings. This will include using learnings from the existing work to: <ol style="list-style-type: none"> 1. Repurpose Silverburn Flax Mill into a multi-purpose space, including ground source heat pump. 2. Repair historic buildings in Buckhaven and improve their energy efficiency - including looking at potential for Air Source Heat Pumps. 	<ul style="list-style-type: none"> • Business & Employability 	<ol style="list-style-type: none"> 1. By 2026 2. By 2028
B.06	Subject to available funding, improve existing council non-domestic stock: <ol style="list-style-type: none"> 1. Apply the vision of <i>"all Fife Council led construction projects to develop new buildings or refurbish existing properties shall enable our objective to reach Net Zero targets by 2045 at the latest."</i> 2. Pilot projects on 11 council buildings - installing Air Source Heat Pumps and retaining gas boilers (to help meet peak demand). 3. Invest at least £8.5m in decarbonising around 22 existing buildings. 4. Invest up to £3.1m in energy efficiency works through the Energy Management Revolving Fund over the next four years. This could potentially continue beyond the initial 4 years. 5. Take opportunities to decarbonise heating/improve energy efficiency during major repairs/refurbishments. 	<ul style="list-style-type: none"> • Property Services 	<ol style="list-style-type: none"> 1. Ongoing 2. 2025 3. 2025-28 4. 2024-28 5. Ongoing
B.07	Establish all new construction projects to deliver low in use energy consumption and align with net zero objectives.	<ul style="list-style-type: none"> • Property Services 	Ongoing
B.08	Build 200 new affordable houses per year to Silver Plus Standard (by 2027) as part of the Phase 4 Affordable Housing Programme (2024-29), subject to available funding. All houses built to Energy Performance Certificate B band with clean heating systems.	<ul style="list-style-type: none"> • Housing Services 	2024-29
B.09	Increase energy efficiency of 1,500 council houses per year via energy efficiency improvements and external wall insulation schemes.	<ul style="list-style-type: none"> • Housing Services 	2024-27
B.10	Explore opportunities to pilot new heat decarbonisation/energy efficiency technologies/approaches in Fife (for example innovative heat technologies for replacing gas boilers/heating). This will include a study to determine the best decarbonised heating options for council houses (such as infrared/air source heat pumps) and working alongside housing associations.	<ul style="list-style-type: none"> • Housing Services • Property Services 	Ongoing
B.11	Explore funding for a pilot project on small, rural communities. This would focus on promoting/engaging on retrofit measures, exploring retrofit solutions, and opportunities for small heat networks with Net Zero Terraced Streets.	<ul style="list-style-type: none"> • Planning Services: Climate Change & Zero Waste 	Ongoing
B.12	Engage with stakeholders to receive updates on building level studies, heat decarbonisation, and energy efficiency projects. Stakeholders include housing associations, University of St Andrews; NHS Fife; Fife College; Scottish Rural College.	<ul style="list-style-type: none"> • Planning Services: Climate Change & Zero Waste 	Ongoing

1.3.3. Heat networks

Actions on heat networks focus on:

- Identifying opportunities for new networks.
- Expanding, decarbonising, and optimising (smart grids/networks) existing networks.
- Exploring options for heat network delivery models.

The strategy's initial 35 potential heat network zones informed these actions. Further analysis was completed after publication which will inform requirements under the Heat Networks (Scotland) Act 2021¹⁰. Sections 47 and 48 of the act place duties on councils to review and designate heat network zones. The following analysis, informed by heat network operators and technical experts, was completed:

1. **Building shells** – calculated total heat demand for all building shells and mapped.
2. **Linear heat density** – calculated linear heat density¹¹ of 4 MWh/m for all building shells.
3. **Identify new zones** – new zones generated where linear heat density buffers overlapped.
4. **Zones categorised** – by number of anchor loads¹² and buildings to show zone viability.
5. **Building categorisation** – calculated measures of zone stability based on the number and total heat demand of different building types:
 - **Firm connections** – public sector buildings, social housing, large businesses.
 - **First movers** – other private non-domestic buildings.
 - **Other** – owner-occupied and private rented homes.
6. **Heat corridors** – labelled zones close to each other to show where they could potentially merge.
7. **1st assessment** – classified zones as either low, medium, or high certainty using the data captured above.
8. **2nd assessment** – filtered out zones where a heat network is unlikely to occur and add nearby large social housing clusters. These zones will be used to complete the heat network zone designation template provided by Scottish Government.
9. **Monitor and review.**

This analysis identified 153 draft zones (excluding social housing clusters). These will support the council's duties within the act and the Heat Networks (Heat Network Zones and Building Assessment Reports) (Scotland) Regulations 2023¹³. However, it is likely not all zones will be formally designated.

¹⁰ [Heat Networks \(Scotland\) Act 2021 \(legislation.gov.uk\)](#)

¹¹ See section 6.8.2.5. of the strategy.

¹² See section 6.8.2.5. of the strategy.

¹³ [The Heat Networks \(Heat Network Zones and Building Assessment Reports\) \(Scotland\) Regulations 2023 \(legislation.gov.uk\)](#)

Table 3: Identify new heat networks.

Code	Action	Delivery partner(s)	Timescale
H.01	Meet the requirements of Heat Networks (Scotland) Act 2021 and 2023 regulations: 1. Collate building assessment reports for public-sector non-domestic buildings. 2. Review and designate heat network zones – including a formal consultation.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	1. Ongoing 2. By 2025
H.02	Investigate opportunities to use and gather data on, new and existing heat sources, including: <ul style="list-style-type: none"> Sea and river water. Mine water heat potential from boreholes and mine water treatment works. Waste water treatment works and sewer pipes (Scottish Water). Ground source heat pump arrays. Business/industrial heat, including Westfield Energy from Waste plant. 	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste (Lead) Business & Employability 	Ongoing
H.03	Complete feasibility studies and techno-economic modelling for new heat networks. This will be via energy plans focussed on place, including: <ul style="list-style-type: none"> Energy centre locations, pipe routes, constraints, sequencing of connections. Matching heat sources to demand and engage with heat owners. Engage with anchor loads/stakeholders to determine appetite for heat network connection and gather heat demand data. 	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing

Table 4: Expand, decarbonise, and optimise (smart grids/networks) existing heat networks.

Code	Action	Delivery partner(s)	Timescale
H.04	Fife Council to continue to support ongoing work on the potential expansion of the University of St Andrews’ heat network by sharing data and learnings where appropriate.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing
H.05	Explore the potential expansion of the: Glenrothes Energy Network District Heat Network, and Dunfermline Community Energy Heat Network.	<ul style="list-style-type: none"> Property Services (Lead) Planning Services: Climate Change & Zero Waste 	Ongoing

Table 5: Explore heat network delivery model options.

Code	Action	Delivery partner(s)	Timescale
H.06	Complete an options appraisal of heat network (wider energy) delivery models.	<ul style="list-style-type: none"> Property Services (Lead) Planning Services: Climate Change & Zero Waste 	2024-25
H.07	Depending upon the outcomes of the options appraisal of heat network (wider energy) delivery models explore funding opportunities to develop a business case to support the design and establishment of a delivery model.	<ul style="list-style-type: none"> Main council contact still to be determined 	2026-29

1.3.4. Energy system

Actions on the energy system focus on:

- Identifying existing electricity grid capacity.
- Opportunities to expand energy systems to meet heat decarbonisation requirements.

The strategy focuses on a resilient and just transition to decarbonise heat and the need to consider the wider energy system and infrastructure changes. This is especially important when planning heat decarbonisation where electricity grid improvements, renewable generation, storage, and moving away from natural gas are all key considerations. Key partners will be SP Energy Networks, SGN and the Scottish and UK Governments who will each lead on their areas of responsibility. The council will have a role in the transition, which the below actions show.






1.3.4.1. Dunfermline & Rosyth Energy Plan

A pilot Dunfermline & Rosyth Energy Plan is being taken forward in 2023/24-2025/26. This is a fundamental building block of the Big Energy Move (chapters 0, **Error! Reference source not found.**) and has three parts:

1. **Energy prospectus** – focussed on Dunfermline, Rosyth, Inverkeithing, Crossford, and Townhill (including nearby energy opportunities and development sites).

The aim was to highlight an ambitious scenario for the energy system with the widespread adoption of heat networks which best meets local needs. It is being used as an engagement tool to highlight to stakeholders the potential for a large-scale heat network, and to support next steps.

Table 6: Early findings of Dunfermline & Rosyth Energy Prospectus¹⁴

	20% and 23% annual increase in heat and power demand from new developments.
	
	
	Up to 40% of electricity demand could be met by renewables .
	190 MWh of battery storage needed to support the optimised energy system.

2. **Stakeholder engagement** – engage and test the approach with the above stakeholders to help to develop a shared plan. It will also help agree an effective approach to deliver Fife’s energy transition.

3. **Energy plan & heat network vision** – explore the potential opportunity in more detail:
 - Analyse more than one scenario for heat network expansion.
 - Explore heat sources, including heat offtake potential.
 - Incorporate lessons learned from ongoing stakeholder engagement.
 - Analyse development opportunities for heat network zones. This will include techno-economic modelling.
 - Develop a methodology which can be used for other areas.

The project area includes: all areas in the City of Dunfermline locality, as well as Rosyth, Inverkeithing, Crossgates, and North Queensferry.

The council will identify the next most appropriate area(s) to develop energy plans for (subject to available resources). It will help take forward a place approach to energy and heat network planning.

¹⁴ Further discussions indicate these numbers are likely to change, with heat and power demand likely to increase.

Table 7: Identify existing electricity grid capacity and explore potential opportunities for expansion of energy systems to meet heat decarbonisation requirements.

Code	Action	Delivery partner(s)	By when
E.01	Develop energy plans and heat network visions using a place approach: 1. Complete and promote the Dunfermline & Rosyth Energy Plan. This will include linking with the Forth Green Freeport Decarbonisation Strategy. 2. Seek funding/support to complete a second phase of energy planning focussed on place. 3. Complete further energy plans.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	1. 2025 2. 2025-26 3. 2026-29
E.02	Continued collaboration with SP Energy Networks on: <ul style="list-style-type: none"> Development and use of the Local Authority Network Insight Tool and Open Data Portal. This will help forward plan heat decarbonisation measures for buildings. Support energy system reviews to ensure they reflect Fife's energy system needs for heat decarbonisation from 2028 onwards. These reviews include: <ul style="list-style-type: none"> Distribution Future Energy Scenarios. Revenue = Incentives + Innovation + Outputs – Electricity Distribution 3 (RIIO-ED3). Green Link 4 development and opportunities including Westfield and Kinghorn/Burntisland. 	<ul style="list-style-type: none"> Council services 	Ongoing
E.03	Continued collaboration with SGN to explore the heating potential for hydrogen. This will include H100; Local Transmission System Futures Programme; and H2 Caledonia.	<ul style="list-style-type: none"> Council services 	Ongoing
E.04	Provide support to Fife-wide energy planning. This will help manage competition for resources and future planning. It will include: 1. Exploring private grid connection to renewables. 2. Exploring development of local smart grids/zones/grid scale battery storage. Investment enquiries, planning applications, and weekly circulars will capture this information. 3. Engaging with businesses, and other key sectors, investing in energy generation measures to understand and influence projects. This will help develop sectoral/geographic clusters. 4. Exploring how this strategy can support/benefit from larger energy projects (e.g. bootstrapping).	<ul style="list-style-type: none"> Business & Employability Planning Services: Climate Change & Zero Waste SP Energy Networks 	1. Ongoing 2. 2027-29 3. Ongoing 4. Ongoing
E.05	Consider the Local Heat and Energy Efficiency Strategy when reviewing energy statements in planning applications.	<ul style="list-style-type: none"> Planning Services 	Ongoing
E.06	Engage with and inform national and regional energy planning, for example: <ul style="list-style-type: none"> Ofgem. National Energy System Operator. Regional Energy Strategic Plan. 	<ul style="list-style-type: none"> Main council contact still to be determined 	Ongoing

1.3.5. Skills & jobs

Actions on supporting skills and jobs focus on:

- Engaging existing training providers.
- Transitioning the skillset of the workforce to support the green heat transition.
- Supporting those seeking employment.
- Fostering and feeding the skills pipeline to show young people career opportunities in the green heat and energy efficiency sectors.
- Supply chain development.
- Working via city region deals to influence change and improve intelligence on the skills gap.

The strategy highlights the skills gap across Scotland which must be overcome to meet national targets, and the need for a green skills workforce to support Fife's heat transition. It also notes:

- Various challenges on sector understanding and undersubscribed courses.
- The potential to apply skills of workers from fossil fuel orientated industries.
- Key supporting roles such as smart energy and retrofit coordinators.

1.3.5.1. Business & employability support

Actions were developed in partnership with the teams who focus on business and employability:

- **Economic Development**
Supports local businesses, supply chains, and the Forth Green Freeport. Actions in this plan will provide intelligence to maximise investment in Fife, generating jobs and business.
- **Place Programmes & Policies**
Supports city deal responsibilities, economic regeneration, and town centre development.
- **Employability Team**
Helps people with barriers to employment find appropriate jobs, engaging 2,400 people¹⁵ per year and working in partnership with employers to get people trained and into employment. To meet the jobs and skills gap it will be critical to inform and engage with local suppliers via this team.

1.3.5.2. Edinburgh and South East Scotland City Region Deal Net Zero Innovation & Delivery Programme

Fife Council are also undertaking a two-year UK Research and Innovation funded project¹⁶:

- **Work package 1: energy supply and infrastructure.**
This looked at improving training and upskilling across the city deal region for construction by examining the training provider landscape and making change recommendations. It also gave consideration on how to foster a more diverse and inclusive workforce. The output was a feasibility study identifying net zero skills shortfalls for domestic retrofit and workforce project model¹⁷.
- **Work package 2: industry and manufacturing.**
This focuses on the manufacturing sector and regional supply chain for heat and energy. It will help highlight any skill gaps and potential upskilling, reskilling, and new training opportunities. Furthermore, consideration will be given to the region's manufacturing facilities and opportunities to support new technologies. The output will be a feasibility study on how to develop an inclusive and high skilled manufacturing workforce, to meet demands. Analysis of supply chain opportunities from the Forth Green Freeport and Local Heat and Energy Efficiency Strategies will also be undertaken.

¹⁵ 16+ to retirement age.

¹⁶ Part of the 'Fast Followers' programme and running to June 2025. [Innovate UK's Net Zero Living programme - Innovate UK Business Connect](#)

¹⁷ [Net Zero Innovation and Delivery — The Edinburgh and South East Scotland City Region Deal](#). In partnership with HCI Skills Gateway.

Table 8: Engage with existing training providers.

Code	Action	Delivery partner(s)	Timescale
S.01	Seek updates from, and provide insight to, existing training/retrofit providers such as Fife College, Energy Skills Partnership, Verdancy Group, Capital City Partnerships, Skills Development Scotland, Kingdom Works.	<ul style="list-style-type: none"> Business & Employability Planning Services: Climate Change & Zero Waste 	Ongoing

Table 9: Transition skills.

Code	Action	Delivery partner(s)	Timescale
S.02	Engage sectors requiring a change in direction due to the heat transition (such as gas and oil), Fife College and Department for Work & Pensions, to understand transferable skills and training requirements.	<ul style="list-style-type: none"> Business & Employability 	Ongoing
S.03	Development of green jobs and skills at the Forth Green Freeport, as part of the Regional Prosperity: Framework for delivery.	<ul style="list-style-type: none"> Business & Employability 	Ongoing

Table 10: Support those seeking employment.

Code	Action	Delivery partner(s)	Timescale
S.04	Engage with the Employability Team to promote the Local Heat & Energy Efficiency Strategy priorities to the supply chain.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing

Table 11: Foster and feed the skills pipeline.

Code	Action	Delivery partner(s)	Timescale
S.05	Engage/inform programmes aimed at working with young people to support future entrants to the heat and retrofit sector: <ul style="list-style-type: none"> Engage with Developing Young Workforce Fife; Culture of Enterprise programme; and HCI Skills Gateway. Explore funding opportunities for the Race to Zero app to enhance decarbonised heat content. This was launched in June 2023 with 1,500+ downloads and 47% of players saying they would use the app again. However, there are challenges with funding for updates. Funding options will be explored to continue with app development and updates. 	<ul style="list-style-type: none"> Business & Employability Planning Services: Climate Change & Zero Waste 	2025-27

Table 12: Develop the supply chain.

Code	Action	Delivery partner(s)	Timescale
S.06	Support/develop the supply chain to assist the heat transition/inclusive growth including helping provide necessary jobs and skills: <ul style="list-style-type: none"> Explore the potential to encourage, require, and support development of route maps for new/additional business activity focussing on sustainability, energy, and heat. Engage Fife's top 100 businesses and wider business network working with Business Gateway Fife to review any specialist business training/employability support on net zero ambitions. Potential focussed meet the buyer events help support inclusive growth. 	<ul style="list-style-type: none"> Business & Employability Planning Services: Climate Change & Zero Waste 	Ongoing

Table 13: Support regional approaches to understanding and tackling the skills and jobs gap.

Code	Action	Delivery partner(s)	Timescale
S.07	Support development/delivery of the Edinburgh and South East Scotland City Region Deal Net Zero Innovation & Delivery Programme.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing
S.08	Explore opportunities to influence Regional Skills Assessments on the heat transition.	<ul style="list-style-type: none"> Business & Employability 	Ongoing
S.09	Engage with the city deals on regional skill proposals, to help close the skills gap: <ol style="list-style-type: none"> Tay Cities' clean growth community. Edinburgh and South East of Scotland's Integrated Regional Employability & Skills programme. 	<ul style="list-style-type: none"> Business & Employability 	Ongoing

1.3.6. Funding

Actions on funding focus on:

- Identifying and promoting existing and alternative funding sources.
- Maximising existing energy spend to benefit Fife.
- Helping to inform the direction of new funding sources.

The strategy notes the estimated investment needed to retrofit Fife's domestic properties is £3 billion¹⁸. There is a need to develop alternative energy system models and funding mechanisms. This will help the retrofit of Fife's buildings, the heat transition, and building community wealth.

To support this, we will promote existing funding sources to property owners across Fife. This will be delivered alongside communications actions (chapter 1.3.7). There will also be opportunities to:

- Inform internal and external funding streams, for example the Community Recovery Fund.
- Consider alternative funding models. An example is reinvesting profits to help rollout of decarbonised heating or build community wealth.

¹⁸ Estimated costs based on Energy Saving Trust, Portfolio Energy Analysis Tool – High Ambition Scenario. Figures exclude recent price rises. Non-domestic cost is unknown.

Table 14: Identify and promote existing and alternative funding sources.

Code	Action	Delivery partner(s)	Timescale
F.01	Review and promote existing energy efficiency and heat decarbonisation funding databases/directories. This will identify any funding gaps and gather information on further opportunities. It will also include a review of alternative funding sources and how they can be best utilised.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	2025 - Develop 2025-29 - Promote
F.02	Raise awareness of, and encourage applications to, third party funders by businesses. This would be for both retrofit projects and innovation.	<ul style="list-style-type: none"> Business & Employability Planning Services: Climate Change & Zero Waste 	Ongoing

Table 15: Maximise existing energy spend to benefit Fife.

Code	Action	Delivery partner(s)	Timescale
F.03	Where feasible to do so, such as heat network expansion, explore opportunities to reinvest profits to support the heat transition. This could directly benefit Fife's communities and businesses.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste (Lead) Property Services Business & Employability Housing Services 	Ongoing

Table 16: Help inform the direction of new funding sources.

Code	Action	Delivery partner(s)	Timescale
F.04	Input into internal funding reviews to ensure revenue/capital projects are included, and other projects consider this strategy, examples include: <ul style="list-style-type: none"> Fife Council's Capital Plan review. Housing Revenue Account. Inform Community Recovery Fund (or similar funds) to tackle fuel poverty and raise awareness/provide advice on energy efficiency and heat decarbonisation. Forth Green Freeport Non-Domestic Rates. 	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste Property Services Housing Services Business & Employability 	Ongoing
F.05	Explore the opportunity to utilise Area Based Scheme funding to fund connection of buildings to heat networks.	<ul style="list-style-type: none"> Housing Services 	2027-29
F.06	Engage with external funders to inform potential funding streams to support delivery of heat decarbonisation and energy efficiency actions.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing

1.3.7. Knowledge and awareness raising

Actions on communications and behaviour change focus on:

- Raising awareness of the strategy.
- Improving knowledge on energy efficiency and heat decarbonisation.

Recognising there is a challenge on how to improve buildings outside the control of the council and partners helped with developing the below actions. The proposed national Heat in Buildings Bill¹⁹ may bring in legislation to encourage home and business owners, and landlords, to improve their houses and buildings. However, this may take several years to be implemented. Therefore, there is a role for the council and partners to educate and inform these groups to allow progress to be made.

Actions in this category have been developed in partnership with Climate Action Fife²⁰ and Cosy Kingdom²¹. Working with these partners, as well as other local organisations and council services will be critical to the success of this delivery plan.

A key action is to support existing energy advice and related materials. We will do this in collaboration with Cosy Kingdom and Climate Action Fife. This will help inform wider climate communications and be shared across the community. During development of the Local Heat & Energy Efficiency Strategy, a wealth of relevant data, models, and learnings from industry experts has been gathered. It will be important to convert these into easy-to-understand formats to support communications and advice services.

Any campaign would use the Shifting Normal approach²². This accounts for low carbon options becoming more common in how people live their lives. The expectation is as this continues more people will live greener lives. This will be because it has been normalised and made easier to do. The Shifting Normal approach helps environmental community groups maximise success. It considers how change happens when planning, delivering, and reviewing their activities.

¹⁹ [Delivering net zero for Scotland's buildings - Heat in Buildings Bill: consultation - gov.scot](#)

²⁰ [Home - Climate Action Fife](#)

²¹ [Cosy Kingdom – Stay warm, save energy](#)

²² [Shifting normal - designing projects to tackle climate change: full guide - gov.scot \(www.gov.scot\)](#)

Table 17: Raise awareness of the Local Heat and Energy Efficiency Strategy and improve knowledge on energy efficiency and heat decarbonisation.

Code	Action	Delivery partner(s)	Timescale
K.01	Explore with Climate Action Fife/Cosy Kingdom opportunities to use the learnings from the strategy to inform energy advice and energy efficiency/heating communication campaigns.	<ul style="list-style-type: none"> • Planning Services: Climate Change & Zero Waste • Climate Action Fife • Cosy Kingdom • Fife Climate Hub 	2025 (development) 2026 onwards (delivery)
K.02	Engage partner organisations and experts (such as community groups, businesses, housing associations, council services) to determine the most appropriate methods to engage with different tenures. This includes: <ul style="list-style-type: none"> • Gather feedback on support and advice delivered to communities and businesses across Fife. • Gather feedback to undertake a gap analysis. This will help understand areas where this strategy can further support partners. • Collaborate to organise local events to promote awareness of heat pumps/networks and energy efficiency measures. • Leverage stakeholders as advocates for heat pump/network and energy efficiency adoption in the local community. 	<ul style="list-style-type: none"> • Planning Services: Climate Change & Zero Waste 	Ongoing
K.03	Provide home energy advice to 19,950 people through: <ul style="list-style-type: none"> • Government and local advice and schemes. • In-depth telephone advice. • Energy advice/measures as part of the Handy Service. This will be a continued annual programme.	<ul style="list-style-type: none"> • Housing Service (Lead) • Cosy Kingdom 	2024-27
K.04	Use the optioneering model (chapter 1.3.2) to identify and prioritise areas for engagement.	<ul style="list-style-type: none"> • Planning Services: Climate Change & Zero Waste 	Ongoing

1.3.8. Data, modelling & methodology

Actions on data, modelling and methodology focus on:

- Reviewing the methodology to inform future iterations of the strategy.
- Improved data collection and modelling to inform future iterations and identify high certainty actions.

The various challenges identified in the strategy such as insufficient data, uncertainty of measures, and fuel poverty were used to help develop actions in this category. Having actions to start tackling these challenges will provide a strong foundation for future versions of the strategy and support ongoing delivery. To achieve this, the actions below were seen as a priority for the first delivery plan.

A large array of datasets and models underpin this strategy and delivery plan. These have been used to:

- calculate baselines,
- develop maps,
- identify areas of potential opportunities, and
- start identifying projects.

There are opportunities to either improve existing data or develop new analysis and models to help tackle some of the challenges. Furthermore, there is a need for regular data updates to refresh analysis, maps, and models, to keep them relevant.

Data will be collected, and models improved by maintaining a close working relationship with key partners. These include Scottish Government, Improvement Service, utilities, Energy Savings Trust, and Housing Service.

Table 18: Review methodology to inform future versions.

Code	Action	Delivery partner(s)	Timescale
D.01	Review and revise the methodology, delivery plan, and modelling: 1. Maintain a "live" delivery plan and identify new building level actions. 2. A biennial review of the methodology, incorporating lessons learned. 3. Engage with partners/experts to further develop the strategy; and provide advice on policy changes.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	1.Ongoing 2.Ongoing 3.Ongoing
D.02	Engage with Scottish Government and work collaboratively to maximise and deliver net zero change in Fife.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing
D.03	Engage with and help inform Fife Council's strategies, such as the Fuel Poverty Strategy. This will also include the Employment Land Strategy to support new business development opportunities, including determining potential heat demand and feasibility of connecting to new heat network opportunities.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing

Table 19: Data collection and modelling to inform future iterations and identify high certainty actions.

Code	Action	Delivery partner(s)	Timescale
D.04	Ongoing liaison with stakeholders to collect updated data, including: 1. Building Assessment Reports to verify heat demands and retrofit opportunities. 2. Opportunities to share half-hourly data to inform feasibility studies. 3. Public Sector Carbon Management Plans. 4. Building Energy Management Systems and sub-metering.	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing
D.05	Gather improved data from businesses and potential investors in Fife, by: <ul style="list-style-type: none"> Exploring funding opportunities for energy audits/energy efficiency improvements for businesses. Caseload engagement and relationship management. Look to incorporate findings from the 2023 investor questionnaire and review potential opportunities for future questionnaires. This gathers energy, energy efficiency, and heat decarbonisation data. 	<ul style="list-style-type: none"> Business & Employability 	Ongoing
D.06	Continue to develop the Fuel Poverty Composite Index tool and agree future use cases.	<ul style="list-style-type: none"> Communications and Customer Insight Planning Services: Climate Change & Zero Waste 	Ongoing
D.07	Continue to close data gaps and other factors which impact fuel poverty, such as pre-payment meters.	<ul style="list-style-type: none"> Communications and Customer Insight Housing Services Planning Services: Climate Change & Zero Waste 	Ongoing
D.08	Work with projects at the initiation stage to use the Climate Place Tool and Climate Assessment Tool. These assess land suitability and climate impacts of project proposals, respectively. <ul style="list-style-type: none"> Explore potential to expand these tools to the council's project management boards. 	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing
D.09	Develop new data resources and models (and search for funding), including: <ul style="list-style-type: none"> Map potential land for heat stores and heat network pipe routes. This will utilise local and expert knowledge. Collate a public sector asset land layer to enable wider energy planning. Explore opportunities to improve existing data, for example listed buildings in Fife. 	<ul style="list-style-type: none"> Planning Services: Climate Change & Zero Waste 	Ongoing

1.4. Performance monitoring and reporting framework

The strategy had a range of indicators to measure success which have been reviewed and refined (Table 20). Furthermore, overall progress of the delivery plan will be recorded in a climate portal and reported as part of Climate Fife. More regular reporting on success and progress of the delivery plan will be to the Local Heat & Energy Efficiency Strategy Steering Group and Addressing the Climate Emergency Board. A more formal review will occur in 2026/27 and at the end of the five-year lifespan of the strategy.

Table 20: Fife Indicators

Outcomes	Indicators
1.1 Net zero & climate emergency	<ul style="list-style-type: none"> Fife-wide greenhouse gas emission estimates. Carbon emissions from our public buildings.
1.2 Adaptation	<ul style="list-style-type: none"> Number of council projects assessed against climate change impacts.
2.1 Tackling fuel poverty, health, and the just transition	<ul style="list-style-type: none"> Average probability of homes being in fuel poverty/extreme fuel poverty. Number of households supported via retrofit fuel poverty support mechanisms.
3.1 Skills & jobs	<ul style="list-style-type: none"> Number of working hours/jobs required to retrofit domestic properties.
3.2 Community wealth building	<ul style="list-style-type: none"> To be identified following development of a performance framework/scorecard for community wealth building.
3.3 Finance	<ul style="list-style-type: none"> Fife Council capital spend on carbon and energy reduction. Allocation and final spend of Area Based Scheme support in Fife.
4.1 Awareness & knowledge	<ul style="list-style-type: none"> Climate Action Fife/Cosy Kingdom – energy advice indicators and case studies. Number/type of engagement activities undertaken.
5.1 Ensuring certainty	<ul style="list-style-type: none"> Number/type of high certainty building level actions identified/delivered. Number/type of projects progressed or supported by the Local Heat & Energy Efficiency Strategy officer aiming to increase certainty.
6.1 Energy system opportunities & constraints	<ul style="list-style-type: none"> Levels of energy investment in Fife via engagement with SP Energy Networks.
7.1 Domestic 7.2 Social housing 7.3 Private rented 7.4 Mixed-use, -tenure & historic	<ul style="list-style-type: none"> Number of homes improved by area-based projects. Number/type of building level actions delivered. Number of new buildings built to Silver Plus Standard. Fife Council capital spend on carbon and energy reduction.
7.5 Non-domestic	<ul style="list-style-type: none"> Number/type of new building level actions delivered. Number of new buildings meeting the Passivhaus standard or exceeding the Scottish Futures Trust’s performance metric (67kWh/m²/annum energy use). Fife Council capital spend on carbon and energy reduction.
8.1 On-gas 8.2 Off-gas	<ul style="list-style-type: none"> Sub-national gas and electricity consumption data for domestic properties. Fife Council capital spend on carbon and energy reduction.
8.3 Non-domestic	<ul style="list-style-type: none"> Sub-national gas and electricity consumption data for non-domestic properties. Carbon emissions from our public buildings. Number of buildings with decarbonised heating and hot water systems. Fife Council capital spend on carbon and energy reduction. kWh of renewable energy and heat generated by our own estate.
8.4 Heat networks	<ul style="list-style-type: none"> Proportion of known buildings connected to a heat network. kWh of renewable energy and heat generated by our own estate. Number of designated heat network zones. Number of district heat network projects.

6 March 2025

Agenda Item No. 8

Support for Voluntary Organisations

Report by: Paul Vaughan, Head of Communities and Neighbourhoods Service

Wards Affected: Fife-wide

Purpose

This report presents details of grants to voluntary organisations for approval for the period 2025-2028 for the Directorates of Communities, Education and Place.

Recommendations

Members are asked to:

- (1) approve recurring grant funding to voluntary organisations for the period 2025-2028 from core council budgets detailed in Appendices 1, 2, 3 and 8;
- (2) approve recurring grants to voluntary organisations from other external funding detailed in Appendices 4, 5, 6 and 7;
- (3) note that a 3% uplift for voluntary sector organisations has been included within the council's revenue budget and included in eligible awards; and
- (4) note that Fife Council's Monitoring and Evaluation Framework will continue to be followed for the duration of these awards.

Resource Implications

The grant schedules appended to this report detail recommendations from Communities and Neighbourhoods, Housing Services, Children and Families Services, Education and Roads and Transportation Services totalling £27,826,222.61 which can be met through existing budgets.

A 3% uplift for voluntary sector agencies has been included within the council's revenue budget. The figures contained with the Appendices include the 3% uplift with the exception of Scottish Government funded awards (Appendices 4, 5, 6 and 7) and organisations which applied for a smaller award, for example, as a result of changes to their operation.

Legal & Risk Implications

All awards are recommended for approval subject to compliance with Fife Council's Monitoring and Evaluation Framework which requires that they are reviewed on an annual basis as part of the council's ongoing commitment to ensure organisations are meeting the terms of their Service Level Agreement/Funding Agreement.

Impact Assessment

No impact assessment is required as there is no change in council policy or procedure.

All Service Monitoring Officers have been involved in the preparation of this report. The appropriate Service Management Team has considered each of the awards being presented and recommends the level of support detailed.

1.0 Background

- 1.1 This report presents awards to voluntary organisations from the Directorates of Communities, Education and Place.
- 1.2 In line with Fife Council policy and Fair Funding guidance, a number of the grants are presented for a three year period. This guidance supports a more strategic and equal relationship between public sector and voluntary sector partners and supports the delivery of key priorities and outcomes. The implementation of the Fair Funding provides the sector more security and the opportunity for longer term planning.
- 1.3 At the Fife Council meeting on 20 February 2025, it was agreed to a £0.850m saving to be achieved over the next three year period through commissioned and third sector services. This work will commence in 2025/26.
- 1.4 Following a Third Sector Funding Audit in 2024, the Monitoring and Evaluation Framework is currently being updated and developed putting robust procedures in place with services providing support to voluntary organisations. The work is overseen by the Voluntary Sector Task Group which includes representatives from each of the council's services awarding grants to voluntary organisations, Fife Health and Social Care Partnership as well as from Fife Voluntary Action (FVA – Fife's third sector interface). The Task Group is responsible for reviewing the overall Framework and updating it as necessary.
- 1.5 Training is provided for all services, where necessary, to support the implementation of the Framework. A training programme for Link Officers is currently under development and will be published for 2025/26.
- 1.6 The following monitoring and assessment procedures are undertaken prior to each award being presented to this committee for a decision:
- 1.7 Organisations are required to apply outlining the services they aim to provide during the period 2025/28 including an appropriate budget for the application period.
- 1.8 All projects funded in the previous years have undergone either an annual monitoring exercise or, if appropriate, a three-year evaluation. Where the organisation receives over £10,000, the annual monitoring is carried out by the appointed Link Officer. An independent officer, who is not the organisation's Link Officer, carries out the three-year evaluation. As part of these monitoring procedures, an assessment of the governance of the organisation is made. This includes compliance with relevant legislation such as child protection.
- 1.9 The organisation's governing document and latest set of annual accounts have also been checked. The latter are checked by officers in Finance.
- 1.10 The project is assessed by the appropriate Service Management Team against the priorities of the Service, the council and the Plan for Fife.

- 1.11 Having gone through each of these stages, the award is presented to Cabinet Committee for decision. If the award fails to satisfy all the elements of the Monitoring and Evaluation Framework, the recommendation and therefore the payment of the grant will be delayed and presented for members' consideration at a future Cabinet Committee meeting. Where compliance conditions are not being met, it may be recommended that funding is not approved.
- 1.12 In a number of areas, the grants requested for the period is significantly higher than the recommended award. This information is included in the report to show where organisations are looking for additional funding. Some of these requests are for increased running costs and others for new areas of work. It is not possible to respond to all of these requests, however, details of these have been included for information.
- 1.13 It should be noted that a number of organisations are in receipt of funding from more than one service or fund. These contributions are for different areas of service delivery. In order to ensure there is consistency of approach and co-ordination of support, a Lead Link Officer is appointed. A single Service Level Agreement is developed where appropriate unless there is a need for a specific agreement for a more specialist service. This includes grants provided by Fife Health & Social Care Partnership approved by the Integrated Joint Board.

2.0 Recurring Grants for Approval

- 2.1 This section provides an overview of awards by service along with details of the amount recommended for approval. It should be noted that each service has reviewed applications and assessed these prior to presenting the recommendations for approval. Additional comments have been provided in a number of areas to explain where further work is required to identify alternative funding, improve governance or respond to concerns. **Table 1** provides a summary of total grants for approval by service and fund.

Table 1 – Total grants for approval by Service/Fund

Service	Amount Recommended for Approval 25/28	Appendix
Communities & Neighbourhoods	£8,322,010	Appendix 1
Housing Services	£12,550,212.61	Appendix 2
Children & Families Service	£5,216,910 <ul style="list-style-type: none"> • £4,999,410 (Core Service) • £217,500 (Whole Family Wellbeing Fund) 	Appendix 3 Appendix 4
Education Service	£1,516,421 <ul style="list-style-type: none"> • £736,675 (Schools Counselling/Our Minds Matter) • £69,746 (Pupil Equity Fund) 	Appendix 5 Appendix 6

Service	Amount Recommended for Approval 25/28	Appendix
	<ul style="list-style-type: none"> £710,000 (Community Mental Health & Wellbeing) 	Appendix 7
Roads and Transportation Services	£220,669	Appendix 8
Total	£27,826,222.61	

Communities Directorate:

Communities and Neighbourhoods

- 2.2 Core Communities and Neighbourhoods grants are provided to a range of community groups and organisations throughout Fife to support the delivery of a broad range of community provision. This varies from small contributions towards running costs for community halls through to larger grants for organisations such as Fife Voluntary Action who provide support with capacity building for other organisations to ensure good governance.
- 2.3 The Communities and Neighbourhoods grants for approval are detailed in **Appendix 1**. There are 21 grants in the 2025/28 period, totalling £1,537,102 and each are proposed for up to three years.
- 2.4 Appendix 1 also includes details of awards that were previously approved by Cabinet Committee on 7th March 2024 that are still within the three year funding cycle for 2024/27. The revised figures show the total investment for this period of £6,721,816. This includes the 3% uplift with an additional investment of £195,376 for the period covering 2025/27.
- 2.5 Details of awards previously approved by Cabinet Committee on 9 March 2023 that are in the final year of a three year funding cycle for 2023/26 are included in Appendix 1. The revised figures show the total investment for this period of £63,092. This includes the 3% uplift with an additional investment of £1,837 for 2025/26.
- 2.6 Following a review of applications and current provision across the Kirkcaldy area, it is recommended that, following the closure of Raeburn Community Centre (£1,619), this funding is reallocated to Kinghorn Community Centre. This will enable the centre to continue delivering activities in this community, while working with local staff to increase footfall to maximise income and support sustainability.

Housing Services

- 2.7 Housing Services fund 20 services from the core Rapid Rehousing Transition Plan and Resettlement budgets. The total value of grants requested for 2025/2028 is £12,550,212.61. The full list of services and the recommended awards are detailed in **Appendix 2**. These recommendations were set by the HME Grants Panel following consideration of each application. This includes some funding awards that were granted in years 23/24 and 24/25.

- 2.8 Appendix 2 lists the recommended awards under the following themes: Ending Homelessness Together, Short Term Housing Support, Accommodation, Older People Services, Housing Advice, Housing First, Private Sector services and our external organisations/Tenants and Residents Associations. Further information has been provided where there are recommended changes to awards or where further service review is required.
- 2.9 Fife International Forum's Building Bridges project has received annual funding since April 2023 as a test of change to establish the need for the service in Fife. The monitoring has evidenced that project outcomes have not been met. The recommendation is that this project does not receive further funding.
- 2.10 Fife Law Centre have requested funding to provide a resettlement project in Fife. The service would provide general advice in relation to immigration matters and accept clients in certain specified areas where there is an unmet legal need. Advice will cover visa applications, accessing benefits and housing, depending on immigration status.
- 2.11 Short Term Housing Support (STHS) providers have all re-applied for further funding for 2025/26. The withdrawal of Wheatley Care in 2024/25 left a significant gap in STHS provision. Through further promotion of the service and amendment to the current referral system, the team have witnessed a significant increase in referrals, in turn, evidencing the need for the service.
- 2.12 Further service reconfiguration is required to meet service need around Short Term Housing Support. This work will commence during 25/26.
- 2.13 Kingdom Support & Care continue to provide housing support to older people over the age of 55 across Fife and to residents in the Chinese Community at Saunders Court, Kirkcaldy. Trust Housing Association deliver housing support to people over the age of 60 at their two sites at Whitelaw Court, Dunfermline and View Forth Court, Kinghorn. The recommendation is to transfer funding to H&SCP for Trust Housing Association and Kingdom Support & Care for 2026/27.
- 2.14 The three commissioned providers for housing advice are Frontline Fife, Disabled Persons Housing Service and Fife Law Centre. Housing advice is there to assist people who: need access to housing advice and information, people not accessing/aware of service and for those that are unsure about their housing options.
- 2.15 There is a recommendation that Disabled Persons Housing Service (DPHS) receive short term funding to while work is undertaken to look at an alternative delivery model and report back to Cabinet later in the year.
- 2.16 It is recommended that both FFOTRA and NEFTRF are funded for one year only. This is to allow time for both federations to continue discussions on a possible merge during the 25/26 financial year.
- 2.17 It is recommended that Greener Kirkcaldy receive three year funding for energy advice. This includes Cosy Kingdom, CARF and StAnden who provide support to tenants. In addition, a contribution is being recommended by Communities and Neighbourhoods to support private residents. This award is shown in both Appendix 1 and 2 with an overall contribution of £983,085 for 2025/28.

- 2.18 Fife Voluntary Action will be working alongside our Resettlement Team, providing a co-ordination role focused on identifying and understanding existing third sector / community-based provision available for New Scots and will identify service gaps and areas of unmet need. This will improve and increase access to services through partnership working, collaboration and referral routes and pathways and encourage the successful integration of all New Scots by promoting access to available opportunities.

Children & Families Services

Core Grant Monies

- 2.19 The previous report dated 7 March 2024 provided details of Education & Children's Services commissioning activity. Due to changes in Directorate arrangements, the Children & Families Social Work Service is now part of the Communities Directorate. This will offer the opportunity to collectively scope out current commissioning frameworks and good practice to support a joined up, efficient and place-based approach. The total budget for commissioning is £5,035,771.
- 2.20 The last report referred to three year awards for core grants which included eight service briefs which were updated in line with the grant application timescales. Third sector organisations received confirmation of grant funding for 2024-2025 following Committee. The previous report referenced a review of Brief 6 which was to be completed by March 2025. This has been delayed due to wider service redesign and transformational change in respect to *No Wrong Door* and the Children & Families Service (C&FS) review of its current operating model. The redesign of C&FS, which includes the Family Support Service, will focus on early help and support alongside delivery of key statutory requirements. In light of the changes in delivery within the C&FS, it is anticipated there will be further review work undertaken in 2025 of commissioned services delivering whole family support. This will ensure there is not duplication and a clear interface with third sector organisations across the seven localities in Fife ensuring a seamless pathway for children, young people and families to receive the right support at the right time.
- 2.21 There have been changes in personnel leading strategic commissioning with the C&FS with the appointment of a Service Manager to lead commissioning, quality assurance and workforce development. This post will be instrumental in leading the review of whole family commissioned services to ensure services in Fife are further integrated and enhanced to improve outcomes for children, young people and families. **Appendix 3** confirms grant awards for 2025-2026, these include the 3% uplift.

Whole Family Wellbeing Fund

- 2.22 Fife's Children's Services Partnership continues to receive Scottish Government funding in relation to the Whole Family Wellbeing Fund (WFWF) totalling £2,289,000 for the financial years 2024-2025 and 2025-2026. A multi-agency strategic leadership group oversees all WFWF developments to support transformation change and a sustainable model for whole family support in Fife. The third sector are actively involved in the programme of work underway. Fife Voluntary Action, as the third sector interface, has received funding to support whole system change linked to workforce, commissioning, co-production and strategic planning. The development of a data base is an example of how we can better link information and data for shared planning and performance purposes. This development is a key part of the *No Wrong Door* developments supporting easier access and accessibility to services. **Appendix 4** outlines the grants to the Third sector funded by the WFWF.

Education Service

School Counselling Service (Appendix 5)

- 2.23 The school counselling fund continues to deliver 1:1 counselling where requests for assistance are made through the wellbeing pathway. They also offer direct access to counselling where young people aged 10 and above can seek support themselves.

Pupil Equity Funding (Appendix 6)

- 2.24 A small number of schools have commissioned services to support the wellbeing of children and young people using their Pupil Equity Funding. Session 24/25 commissioned services include: DAPL counselling, and Clued-Up counselling support for mental health and substance misuse.

Community Mental Health & Wellbeing Framework (Appendix 7)

- 2.25 The Education Directorate has had confirmation that Scottish Government and COSLA have now agreed that the Children and Young People's Community Mental Health Funding will be baselined from 2025/26. Fife's allocation of funding will be based on population data for children and young people aged 5-24 years.

Place Directorate:

Roads and Transportation (Appendix 8)

- 2.26 Roads and Transportation are recommending grants for Royal Voluntary Service of £52,697 and Fife Shopmobility Ltd of £167,972.
- 2.27 RVS, in addition to services provided in East Fife, continues to successfully develop their service in Central and West Fife communities. As demand increases for this service, RVS are requesting an increased amount of funding to accommodate this growth in the coming year. Whilst the Service can't meet the full request, it is recommended that the award is increased over last year's award (24/25 budget plus 3% uplift).
- 2.28 Roads and Transportation also continue to support RVS with minibus transport to service user groups in East Fife.
- 2.29 Shopmobility continue to provide services in Glenrothes, Dunfermline and Kirkcaldy. However, whilst the other two areas maintain their use, Kirkcaldy has shown a sharp decline as a result of the closure of the Mercat shopping centre link via the car park. Consideration is being given to possible relocation. Whilst the Service can't meet the full request, it is recommended that the award is increased over last year's award (24/25 award plus 3% uplift).

3.0 Conclusions

- 3.1 The awards presented to committee have been assessed in line with service priorities and the council's Monitoring and Evaluation Framework and make a valued contribution to the delivery of services across Fife.
- 3.2 This report provided information by fund and a number of organisations have requested funding from more than one fund. It should be noted that in these cases, a single SLA will be developed and a lead Link Officer appointed in order to ensure there is co-ordination across the organisation.
- 3.3 As this report pulls together awards across a number of services, Service Monitoring Officers can answer any specific questions regarding individual awards. The Service Monitoring Officers are noted within each Appendix.

- 3.4 The Voluntary Sector Task Group will continue to implement recommendations from the Third Sector audit including work to update the Monitoring and Evaluation Framework and develop an Interim Reporting System and if required a Centralised Grants Management System.

List of Appendices

1. Recommended awards – Communities & Neighbourhoods
2. Recommended awards – Housing Services
3. Recommended awards – Children & Families Services – Core Grants Monies
4. Recommended awards – Children’s Services – Whole Family Wellbeing Fund
5. Recommended awards – Education Service – Schools Counselling
6. Recommended awards - Education Service – Pupil Equity Fund
7. Recommended awards - Education Service – Community Mental Health & Wellbeing Fund
8. Recommended awards – Roads and Transportation Services

Background Papers

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

- Voluntary Sector Monitoring & Evaluation Framework
- [Agenda-and-Papers-for-Meeting-of-Cabinet-Committee-of-9-March-2023.pdf \(fife.gov.uk\)](#).
- [Agenda & Papers for Meeting of Cabinet Committee of 7 March 2024 \(fife.gov.uk\)](#)
- [CPIB Guidance for Fair Funding of the Voluntary Sector](#)
- [Agenda and Papers - Fife Council of 20 February 2025](#)

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**Recommended Awards for 2025/28
Communities and Neighbourhoods**

Service Monitoring Officer: Sharon Murphy, Community Investment Manager (Sharon.Murphy@fife.gov.uk)

Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	Individual Year for Approval			Total Recommended for Approval	Additional Comments
					2025/26	2026/27	2027/28		
Fife Wide	Fife Voluntary Action	To support a successful and resilient third sector in Fife which is supported and informed	£199,551	£770,430	£205,538	£205,538	£205,538	£616,614	The increase in grant requested is for 2026/27 onwards to cover costs of a Community Database that is currently being funded from Whole Family Wellbeing Fund. Link Officer working with FVA to look for alternative sources of funding.
Fife Wide	Greener Kirkcaldy	Fife-wide Fuel Poverty Assistance	£108,150	£1,169,152 (includes Housing contribution)	£111,395	£111,395	£111,395	£334,185	Grant requested column is the total requested from C&N and Housing. Total recommended for approval is the C&N contribution. See Appendix 2 for Housing contribution.
Glenrothes	Cadham Neighbourhood Centre	Provision of community facilities and events	£6,902	£44,200	£7,109	£7,109	£7,109	£21,327	
Glenrothes	Exit Community Centre	Supporting the provision of CLD and youth work	£28,280	£313,635	£29,128	£29,128	£29,128	£87,384	The amount requested is significantly higher than the recommended award. The additional request is out with the scope of the recurring grant.
Glenrothes	Glenrothes YMCA	CLD opps provided through educational programmes	£56,827	£642,861	£58,532	£58,532	£58,532	£175,596	The amount requested is significantly higher than the recommended award. The additional request is out with the scope of the recurring grant.

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
									Also receive funding from housing but this request is for C&N only.
Kirkcaldy	Auchtertool Village Hall	Provision of community facilities and events	£2,160	£14,987	£2,225	£2,225	£2,225	£6,675	
Kirkcaldy	Chapel Neighbourhood Centre	Provision of community facilities and events	£5,873	£14,987	£6,049	£6,049	£6,049	£18,147	
Kirkcaldy	Dysart Community Hall	Providing a facility for organisations in Dysart	£5,017	£15,800	£5,168	£5,168	£5,168	£15,504	
Kirkcaldy	Hayfield Community Centre	Provision of community facilities	£4,700	£24,000	£4,841	£4,841	£4,841	£14,523	
Kirkcaldy	Kinghorn Community Centre	Provision of community facilities and events	£4,670	£15,347	£6,289	£6,289	£6,289	£18,867	As per paragraph 2.6 above the recommendation includes realigned funds from Raeburn Community Centre. This award is more than original funding request, however as part of the review it has been assessed as required to continue to deliver this provision.
Kirkcaldy	Linktown Community Action Centre	Guidance, advice and facilities provided to groups, etc.	£27,521	£117,000	£28,347	£28,347		£56,694	2 Year funding recommended to bring all organisations in Kirkcaldy to run on the same 3 year funding cycle.
Kirkcaldy	Toll Centre	Provides social, leisure and educational facilities	£26,881	£80,643	£27,687	£27,687		£55,374	2 Year funding recommended to bring all organisations in Kirkcaldy to run on the same 3 year funding cycle.
Kirkcaldy	Young Community Hall	Provision of facility for organisations	£3,270	£9,750	£3,368	£3,368	£3,368	£10,104	
Levenmouth	Simpson Institute	Provision of community	£203	£5,000	£209	£209		£418	2 Year funding recommended as funding was only approved

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
		facilities and events							for one year instead of 3 in 2024 report.
South West Fife	Carnock Community Trust	Provision of community facilities and events	£4,883	£21,000	£5,029	£5,029	£5,029	£15,087	
South West Fife	Dean Acres Community Centre	Provision of community facilities and events	£2,842	£11,122	£2,927	£2,927	£2,927	£8,781	
South West Fife	Culross Development Trust	Supporting Stables Youth Centre and Youth Club	£4,218	£16,031	£4,345	£4,345	£4,345	£13,035	
South West Fife	Dalgety Bay Youth Club	Provides accommodation and facilities to groups	£6,548	£23,400	£6,744	£6,744	£6,744	£20,232	
South West Fife	Kincardine Old Peoples Welfare	Provision of meeting place, social events	£839	£3,000	£864	£864	£864	£2,592	
South West Fife	North Queensferry Community Centre	Provision of community facilities and events	£14,129	£51,833	£14,553	£14,553	£14,553	£43,659	
South West Fife	Queens Hall	Provision of facility for organisations	£2,237	£13,600	£2,304			£2,304	1 Year funding recommended due to lack of engagement with organisation. Area team will be meeting organisation during 2025.
Total			£515,701	£2,601,506	£532,651	£530,347	£474,104	£1,537,102	

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval			Total Recommended for Approval	Additional Comments
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28		
Cowdenbeath	Dundonald Institute	Provision of community facilities	£7,441	N/A	£7,664	£7,664		£15,328	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Dunfermline	Crossford Village Hall	Provision of community facilities and events	£733	N/A	£755	£755		£1,510	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Dunfermline	SEAL Dunfermline	Promoting social inclusion of young people	£4,205	N/A	£4,331	£4,331		£8,662	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	CARF	Free confidential independent and impartial advice to help resolve problems. Resources for welfare benefit tribunal representation and dealing with complex benefits issues.	£2,013,847	N/A	£2,074,262	£2,074,262		£4,148,524	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	Disability Sports Fife	Supporting part-time Administration post	£9,655	N/A	£9,945	£9,945		£19,890	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	Fife Centre for Equalities	Fifes independent third sector equalities hub which engages groups in Fife across all 9 of the protected characteristics across Fife in the Equalities Act 2010	£141,464	N/A	£145,708	£145,708		£291,416	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
Fife Wide	Fife Pride	Support Fife Pride Event	£10,815	N/A	£11,139	£11,139		£22,278	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	Fife Society for the Blind	Contribution of 1/3 rd cost of employing Project Worker	£5,642	N/A	£5,811	£5,811		£11,622	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	WEA	Promoting adult education, Fife-wide provision	£46,020	N/A	£47,401	£47,401		£94,802	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Fife Wide	Youth 1st	Supporting and developing high quality youth work, Fife-wide provision	£71,149	N/A	£73,283	£73,283		£146,566	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Collydean Neighbourhood Centre	Provision of community facilities and events	£6,598	N/A	£6,796	£6,796		£13,592	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Markinch Town Hall	Provision of hall to the benefit of groups, etc	£4,494	N/A	£4,629	£4,629		£9,258	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Milton of Balgonie Hal	Provision of community facilities and events	£2,160	N/A	£2,225	£2,225		£4,450	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Star Village Hall	Provision of community facilities	£3,046	N/A	£3,137	£3,137		£6,274	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Stenton Jubilee Centre	Provision of community facilities and events	£7,146	N/A	£7,360	£7,360		£14,720	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Glenrothes	Thornton Pensioners Welfare	Provision of facility for organisations	£1,272	N/A	£1,310	£1,310		£2,620	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
Glenrothes	Victoria Hall	Provision of community facilities and events	£2,256	N/A	£2,324	£2,324		£4,648	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Kirkcaldy	Kirkcaldy YMCA	Provides CLD, youth activities	£159,838	N/A	£164,633	£164,633		£329,266	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Kirkcaldy	Linton Lane Centre	Provides social, leisure and educational facilities	£29,139	N/A	£30,013	£30,013		£60,026	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Levenmouth	Greig Institute	Provision of community facilities in Windy gates	£4,505	N/A	£4,640	£4,640		£9,280	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Levenmouth	Memorial Park Neighbourhood Centre	Provision of facility for organisations	£3,039	N/A	£3,130	£3,130		£6,260	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Levenmouth	Rosie & McDuff Hall	Provision of community facilities in East Wemyss	£1,635	N/A	£1,684	£1,684		£3,368	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Auchtermuchty Community Centre	Provision of CLD, youth activities	£19,971	N/A	£20,570	£20,570		£41,140	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Castlehill Association of Clubs	Provision of community facilities in Cupar	£4,990	N/A	£5,140	£5,140		£10,280	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Cosmos Community Centre	Provides CLD, youth activities	£32,727	N/A	£33,709	£33,709		£67,418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Crail Museum Trust	Provision of Museum	£2,379	N/A	£2,450	£2,450		£4,900	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Cupar YMCA/YWCA	Provides CLD, youth activities	£56,851	N/A	£58,557	£58,557		£117,114	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
North East Fife	Cupar Youth Cafe	Provides youth activities	£34,548	N/A	£35,584	£35,584		£71,168	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	East Neuk Centre Trust	Provision of CLD facilities in Anstruther	£73,355	N/A	£75,556	£75,556		£151,112	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Elie Harbour Trust	Upkeep and maintenance of harbour area	£1,928	N/A	£1,986	£1,986		£3,972	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Fife Contemporary Arts & Craft	Partners providing specialist expertise in arts and crafts	£33,527	N/A	£34,533	£34,533		£69,066	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Fife Folk Museum	Provision of Museum	£4,548	N/A	£4,684	£4,684		£9,368	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Forgar Arts Centre	Providing arts and craft classes and courses	£8,111	N/A	£8,354	£8,354		£16,708	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Ladybank Youth Club	Provision of youth work facilities	£7,420	N/A	£7,643	£7,643		£15,286	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Rio Community Centre	Supporting the provision of CLD and youth work	£19,216	N/A	£19,792	£19,792		£39,584	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Scottish Fisheries Museum	Provision of Museum – Fishing, Heritage and Culture	£48,127	N/A	£49,571	£49,571		£99,142	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	St Andrews Botanic Garden	Management and operation of St Andrews Botanic Garden and delivery of botanical, horticultural and environmental	£294,953	N/A	£303,802	£303,802		£607,604	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
		education programmes							
North East Fife	St Andrews Harbour Trust	Helps with the cost of revenue expenses	£9,644	N/A	£9,933	£9,933		£19,866	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Tayport Community Trust	Supporting the provision of CLD and youth work	£8,936	N/A	£9,204	£9,204		£18,408	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Tayport Harbour Trust	Upkeep and maintenance of harbour area	£1,839	N/A	£1,894	£1,894		£3,788	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Tayside Institute	Provides CLD, youth activities	£24,332	N/A	£25,062	£25,062		£50,124	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
South West Fife	Kincardine Community Association	Provides CLD, youth activities	£33,025	N/A	£34,016	£34,016		£68,032	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Abdie Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Anstruther Improvements Association	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Arncroach Church Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Balmullo Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Blebo Craigs Village Hall	Social, cultural gatherings and public meeting room	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
North East Fife	Burnturk & Kettlehill Community Trust	Main focus point in village for community events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Cameron Parish Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Ceres Memorial Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Colinsburgh Memorial Hall	Provision of community facility for all ages	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Collessie Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Craigrothie Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Crail Town Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Crail British Legion Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Dairsie War Memorial Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Dunbog Parish Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
North East Fife	Dunshalt Community Association	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Gateside & District Community Association	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Giffordtown Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Kettle Memorial Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Kilmany Parish Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Kingsbarns Memorial Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Levenmouth	Largo Parish Church Hall (Durham Hall)	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Largoward Parish Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Letham Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift

Approved March 2024 – Award 2025/26 and 2026/27 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
North East Fife	Luthrie Village Hall	Provision of hall to the benefit of groups, etc	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Levenmouth	Montrave Hall	Provision of community facilities in Lundin Links	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Morison Duncan Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	New Gilston & Woodside Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Newton of Falkland Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Pittenweem New Town Hall	Provision of facility for organisations	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Strathmiglo Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
North East Fife	Strathkinness Village Hall	Provision of community facilities and events	£203	N/A	£209	£209		£418	Approved March 2024 – remaining 2 years of 3 year funding deal including 3% uplift
Total			£3,263,022		£3,360,908	£3,360,908		£6,721,816	

Approved March 2023 – Award 2025/26 including 3% uplift					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Grant Requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments

Fife Wide	Digital Fife	Supporting people to get online and develop community content	£7,200	N/A	£7,416			£7,416	Approved March 2023 – final year of 3 year funding deal including 3% uplift.
Glenrothes	Thornton Public Hall	Provision of facility for organisations	£3,337	N/A	£3,437			£3,437	Approved March 2023 – final year of 3 year funding deal including 3% uplift.
Multiple	Dunfermline & West Fife Sports Council	Partner with Fife Council/Sports and Carnegie Trust	£16,906	N/A	£17,413			£17,413	Approved March 2023 – final year of 3 year funding deal including 3% uplift.
Multiple	East Fife Sports Council	Development work with amateur sports and clubs	£16,906	N/A	£17,413			£17,413	Approved March 2023 – final year of 3 year funding deal including 3% uplift.
Multiple	Kirkcaldy and Central Area Sports Council	Developing amateur sport and sports club	£16,906	N/A	£17,413			£17,413	Approved March 2023 – final year of 3 year funding deal including 3% uplift.
Total			£61,255		£63,092			£63,092	

	Individual Year for Approval			Total Recommended for Approval	Additional Comments	
	Grant Award 24/25	Grant Requested for 25/28	2025/26			2026/27
Total for Communities & Neighbourhoods	£3,839,978	£2,601,506	£3,956,651	£3,891,255	£474,104	£8,322,010

**Recommended Awards for 2025/28
Housing Services**

Service Monitoring Officer: Gavin Smith, Service Manager (Gavin.Smith@fife.gov.uk)

Ending Homelessness Together					Individual Year for Approval			Total Recommended for Approval	Additional Comments
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/26	2025/26	2026/27	2027/28		
RRTP	Link Living	Smartliving	£39,982.56	£42,469.00	£41,182.00			£41,182.00	Recommendation for 1 year funding.
UK Government funding	Fife International Forum	Building Bridges – Housing	£105,561.70	£118,473.00					No recommendation. Previous grant was 2 x 1 year non-recurring funding.
RRTP	Glenrothes YMCA	Connect Fife	£54,993.50	£61,781.00	£56,643.00			£56,643.00	Recommendation for 1 year funding.
National Resettlement Funding	Fife Law Centre	Resettlement Project	-	£35,228.00	£35,228.00			£35,228.00	Recommendation for 1 year funding to allow development of new project.
Total			£200,537.76	£257,951.00	£133,053.00			£133,053.00	

Short Term Housing Support					Individual Year for Approval			Total Recommended for Approval	Additional Comments
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28		
General Fund	Bethany	STHS	£135,261.00	£299,254.00	£146,284.72	£149,125.00		£295,409.72	Committed funding approved 24/25.
General Fund	Energi	STHS	£66,870.34	£73,206.78	£68,876.00			£68,876.00	Recommendation for 1 year funding.
General Fund	Penumbra	STHS	£407,112.00	£882,858.00	£440,292.00	£447,655.00		£887,947.00	Committed funding approved 24/25.
General Fund	Frontline Fife	STHS	£564,751.91	£616,407.79	£581,694.47			£581,604.47	Recommendation for 1 year funding with view to re-provisioning service throughout year.
General Fund	Link Living	STHS	£638,462.00	£2,100,775.00	£657,615.86	£657,615.86	£657,615.86	£1,972,847.58	Recommendation for 3 year funding.

Short Term Housing Support					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
Total			£1,812,457.25	£3,972,501.57	£1,894,763.05	£1,254,395.86	£657,615.86	£3,806,684.77	

Accommodation					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/26	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
General Fund	Frontline Fife	Accommodation Services: Core and Cluster and SAP	£405,523.39	£523,131.08	£417,689.09	-	-	£417,689.09	Recommendation for 1 year funding
General Fund/HRA	Glenrothes Y	1. ARCH Accommodation 2. Shared Accommodation Project 3. Farmhouse Hostel funding	£784,984.00	£886,553.00	£808,533.52	-	-	£808,533.52	Recommendation for 1 year funding
General Fund	Link Living	West Bridge Mill	£97,260.00	£104,398.00	£100,177.80	-	-	£100,177.80	Recommendation for 1 year funding
General Fund	Kingdom	Assertive Outreach & Hunter House	£235,324.67	£354,293.00	£242,384.41	-	-	£242,384.41	Recommendation for 1 year funding
General fund	Kingdom	West Fife Homeless Prevention	£426,090.00	£672,980.00	£438,873.29	-	-	£438,873.29	Recommendation for 1 year funding
General fund/HRA	Trust in Fife	Oasis Project and Valley Accommodation Unit	£618,824.00	£661,228.00	£637,388.72	-	-	£637,388.72	Recommendation for 1 year funding
Total			£2,568,206.06	£3,202,583.08	£2,645,046.83	-	-	£2,645,046.83	

Older People Housing					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/26	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
General Fund	Kingdom	Older People Housing Support	£269,997.63	£282,136.00	£278,097.87	-	-	£278,097.87	Recommendation for 1 year funding with a view to transitioning to HSCP
General Fund	Trust HA	Housing Support	£163,484.00	£187,523.00	£168,388.52	-	-	£168,388.52	Recommendation for 1 year funding with a view to transitioning to HSCP
General Fund	Kingdom	Care & Repair	£222,639.00	£289,604.00	£222,639.00	-	-	£222,639.00	Recommendation for 1 year funding at 24/25 rate
General Fund	Kingdom	Small Repair Service	£65,296.00	£74,687.00	£65,296.00	-	-	£65,296.00	Recommendation for 1 year funding at 24/25 rate
Total			£721,416.63	£833,950.00	£734,421.39	-	-	£734,421.39	

Housing Advice					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
General Fund	Frontline Fife	Homeless Prevention	£341,714.19	£339,043.80	£339,043.80	-	-	£339,043.80	Recommendation for 1 year funding
General Fund	Disabled Persons Housing Service (DPHS)	Disabled Person Housing Advice	£80,109.00	£107,083.00	£82,512.27	-	-	£82,512.27	Recommendation for up to 1 year funding with view to looking at alternative delivery model
General Fund	Fife Law Centre	Housing/Community Provision/Welfare Reform	£199,336.89	£641,082.00	£205,317.10	£205,317.10	£205,317.10	£615,951.30	Recommendation for 3 year funding
Total			£621,160.08	£1,087,208.80	£626,873.17	£205,317.10	£205,317.10	£1,037,507.37	

Housing First					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
R RTP	Rock Trust	Housing First	£348,135.00	£1,133,650.00	£358,579.05	£358,579.05	£358,579.05	£1,075,737.15	Recommendation for 3 year funding
R RTP	Turning Point Scotland	Housing First	£300,000.00	£316,146.00	£309,000.00	-	-	£309,000.00	Committed funding approved 23/24
R RTP	Turning Point Scotland - Whole Systems Approach	Whole System Approach	£87,500.00	£87,500.00	£87,500.00	-	-	£87,500.00	Committed funding approved 23/24 – no uplift due to underspend
General Fund	Bethany Christian Trust	Housing First	£187,250.00	£208,729.00	£205,009.14	-	-	£205,009.14	Committed funding approved 23/24
General Fund	Fife Women's Aid	Housing First	£107,765.00	£108,410.00	£108,410.00	-	-	£108,410.00	Committed funding approved 23/24
Total			£1,030,650.00	£1,854,435.00	£1,068,498.19	£358,579.05	£358,579.05	£1,785,656.29	

Fife Women's Aid					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/26	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
General Fund	Fife Women's Aid	Visiting Support, Refuge Management & Domestic Abuse Information & Support	£871,716.30	£871,716.30	£871,716.30	-	-	£871,716.30	Committed funding approved 22/23 - no uplift applied due to underspend
Total			£871,716.30	£871,716.30	£871,716.30	-	-	£871,716.30	

External/TRAs					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
HRA	North East Fife Tenants and Residents Federation	Community Voice	£40,304.25	£40,304.25	£40,304.25	-	-	£40,304.25	Recommendation for 1 year funding to allow for discussions to continue re possible merge with FFOTRA.
HRA	Auchmuty & Dovecot Tenants and Residents Federation	Tenant Participation	£6,072.78	£6,530.60	£6,254.96	-	-	£6,254.96	Recommendation for 1 year funding.
HRA	Greener Kirkcaldy	Energy Advice	£210,000.00	£1,169,152.00 (includes C&N contribution)	£216,300.00	£216,300.00	£216,300.00	£648,900.00	Grant requested column is the total requested from C&N and Housing. Total recommended for approval is the Housing contribution. See Appendix 1 for Communities & Neighbourhoods contribution.
HRA	Fife Forum of Tenants & Residents Association	Tenant Participation	£117,273.37	£99,129.00	£99,129.00	-	-	£99,129.00	Recommendation for 1 year funding to allow for discussions to continue re possible merge with NEFTRF.
HRA	Fife Community Safety Support Service (FCSSS)	Support and Mediation	£173,000.00	£173,000.00	£178,190.00	-	-	£178,190.00	Recommendation for 1 year funding
National Resettlement Funding	Fife Voluntary Action	Resettlement Support	£0.00	£35,000.00	£35,000.00	-	-	£35,000.00	Recommendation for 1 year funding
National Resettlement Funding	Link Living	Resettlement Support	£0.00	£180,000.00	£180,000.00	-	-	£180,000.00	Recommendation for 1 year funding
Total			£546,650.40	£1,703,115.85	£755,178.21	£216,300.00	£216,300.00	£1,187,778.21	

Private Sector					Individual Year for Approval				
Fund	Organisation	Project Description	Grant Award 24/25	Grant requested for 25/26	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
General Fund	Fife Private Rental Solutions (Trust in Fife)	Fife Private Rental Solutions	£338,115.00	£418,207.00	£348,258.45	-	-	£348,258.45	Recommendation for 1 year funding
Total			£338,115.00	£418,207.00	£348,258.45	-	-	£348,258.45	

				Individual Year for Approval			
		Grant Award 24/25	Grant requested for 25/28	2025/26	2026/27	2027/28	Total Recommended for Approval
Total for Housing Service		£8,710,909.48	£14,201,668.60	£9,077,808.59	£2,034,592.01	£1,437,812.01	£12,550,212.61

Recommended Awards for 2025/26
Children & Families Services – Core Grant Monies
 Service Monitoring Officer: Lynn Gillies, Service Manager (lynn.gillies@fife.gov.uk)

Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	Individual Year for Approval			Total Recommended for Approval	Additional Comments
					2025/26	2026/27	2027/28		
C&FS Core Grant	Aberlour	Respite & Whole Family Supports to Children affected by Disability	£548,060		£564,502			£564,502	
C&FS Core Grant	APEX	Employability Supports to Care Experienced Young People	£57,812		£59,546			£59,546	
C&FS Core Grant	Barnardos	Advocacy Supports to Looked after Children	£324,450		£334,184			£334,184	
C&FS Core Grant	Barnardos	Whole Family Supports to Families with a Child aged 0 to 8	£486,675		£501,275			£501,275	
C&FS Core Grant	Barnardos	Whole Family Supports to Families affected by Substance Use	£157,791		£162,525			£162,525	
C&FS Core Grant	Birthlink	Contribution to Adoption Contact Register (Scotland)	£5,367		£5,528			£5,528	
C&FS Core Grant	CHAS	Supports to Children with a Life Limiting Condition	£53,696		£55,307			£55,307	
C&FS Core Grant	Clued Up	Supports to young people	£166,659		£171,659			£171,659	

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
		affected by Substance Use							
C&FS Core Grant	The Cottage	Whole Family Supports to Children & Families experiencing Poverty	£375,771		£387,044			£387,044	
C&FS Core Grant	Cross Roads	Respite Support to families affected by Disability	£35,729		£36,801			£36,801	
C&FS Core Grant	DAPL	Counselling to young people affected by Substance Use	£68,135		£70,179			£70,179	
C&FS Core Grant	Early Years Scotland	Capacity Building Supports to Child Carers	£52,942		£54,530			£54,530	
C&FS Core Grant	Families First	Befriending Supports to young people in North Fife	£43,427		£44,730			£44,730	
C&FS Core Grant	Families Outside	Whole Family Supports to families affected by Prison	£15,141		£15,595			£15,595	
C&FS Core Grant	Fife Gingerbread	Whole Family Supports to Children & Families experiencing Poverty	£233,169		£240,164			£240,164	
C&FS Core Grant	Fife Women's Aid	Support to Children & Young People affected by Domestic Abuse	£515,937		£531,415			£531,415	

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
C&FS Core Grant	Fife Women's Aid	MARAC Funding (ECS Contribution)	£130,792		£134,716			£134,716	
C&FS Core Grant	Fife Women's Aid	MARAC Funding (Housing Contribution)	£71,379		£73,520			£73,520	
C&FS Core Grant	Fife Women's Aid	MARAC Funding (NHS Contribution)	£32,445		£33,418			£33,418	
C&FS Core Grant	Fife Young Carers	Supports to young people with Caring Responsibilities	£162,124		£166,988			£166,988	
C&FS Core Grant	Homestart Cowdenbeath	Whole Family Supports to Children & Families experiencing Poverty	£94,385		£97,217			£97,217	
C&FS Core Grant	Homestart Dunfermline	Whole Family Supports to Children & Families experiencing Poverty	£108,898		£112,165			£112,165	
C&FS Core Grant	Homestart Glenrothes	Whole Family Supports to Children & Families experiencing Poverty	£98,476		£101,430			£101,430	
C&FS Core Grant	Homestart Kirkcaldy	Whole Family Supports to Children & Families experiencing Poverty	£101,914		£104,971			£104,971	
C&FS Core Grant	Homestart Leven	Whole Family Supports to	£89,662		£92,352			£92,352	

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
		Children & Families experiencing Poverty							
C&FS Core Grant	Homestart North	Whole Family Supports to Children & Families experiencing Poverty	£79,991		£82,391			£82,391	
C&FS Core Grant	Includem	Whole Family Supports to Families with a child aged 8 to 21	£571,378		£588,519			£588,519	
C&FS Core Grant	KASP	MARAC Support	£7,480		£7,704			£7,704	
C&FS Core Grant	NSPCC	Contribution to Child Line Scotland	£1,730		£1,782			£1,782	
C&FS Core Grant	Relationship Scotland	Family Mediation Support to parents experiencing marital conflict	£34,643		£35,682			£35,682	
C&FS Core Grant	Relationship Scotland	Counselling Supports to Parents	£24,875		£25,621			£25,621	
C&FS Core Grant	Scottish Child law Centre	Free legal advice to Young People & Families	£2,389		£2,461			£2,461	
C&FS Core Grant	SCMA	Child Minding Supports to children who are Looked After	£35,170		£36,225			£36,225	
C&FS Core Grant	SEAL Association	Youth Work Supports to Children in South West Fife	£30,926		£31,854			£31,854	

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
C&FS Core Grant	SENSE	Support sensory learning experiences to Children affected by disability	£34,378		£35,409			£35,409	
Total			£4,853,796		£4,999,410			£4,999,410	

Recommended Awards for 2025/26
Children's Services – Whole Family Wellbeing Fund
 Service Monitoring Officer: Lynn Gillies, Service Manager (lynn.gillies@fife.gov.uk)

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
WFWF	Fife Voluntary Action	Support a programme of co-production for children, young people & families and third sector organisations	£37,500		£20,000	-	-	£20,000	
WFWF	Fife Voluntary Action	Post to strengthen the connections between the third sector and the interface with the public sector	£51,500		£62,500	-	-	£62,500	
WFWF	Fife Voluntary Action	Post to lead on strategic commissioning	-		£55,000	-	-	£55,000	
WFWF	Fife Voluntary Action	Partnership Web Site Development	£65,000		£80,000	-	-	£80,000	Database which supports the No Wrong Door developments.
E&CS WFWF	Fife Voluntary Action	Resource to undertake a Training Needs Analysis & development of training programme	£30,000		-	-	-	-	Funding for 2025/26 for training still to be confirmed based on the TNA recommendations.
WFWF	Making it work for Families	Employability support to families	£78,294		-	-	-	-	No longer require WFWF.
WFWF	Clued up	Research on attendance	£28,300		-	-	-	-	Funding awarded to Education to lead on research agreed later in

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
									the financial year and not reported to Committee in 2024.
WFWF	Sleep Scotland	Support to families around Sleeping Routines	£108,865		-	-	-	-	One off payment for delivery of training in 2024.
Total			£399,459		£217,500	-	-	£217,500	

Recommended Awards for 2025/26
Education Services – Schools Counselling
 Service Monitoring Officer: Pam Colburn, QIO Health & Wellbeing (Pamela.colburn@fife.gov.uk)

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
School Counselling	DAPL	1:1 counselling within school environments	£586,675		£586,675			£586,675	
School Counselling	Venture Trust	1:1 Counselling within green spaces	£200,000		£150,000			£150,000	
Total					£736,675			£736,675	

Recommended Awards for 2025/26
Education Services – Pupil Equity Fund
 Service Monitoring Officer: Sarah Else, Education Manager (sarah.else@fife.gov.uk)

					Individual Year for Approval				
Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	2025/26	2026/27	2027/28	Total Recommended for Approval	Additional Comments
E&CS PEF	Drug and Alcohol Project Ltd (DAPL)	Counselling and Support service – Queen Anne High School	£15,300		£15,300	-	-	£15,300	Funded by Scottish Government attainment Challenge Fund via Education Service
E&CS PEF	Drug and Alcohol Project Ltd (DAPL)	Counselling Service - Lynburn Primary School	£18,900		£18,900	-	-	£18,900	Funded by Scottish Government attainment Challenge Fund via Education Service
E&CS PEF	Drug and Alcohol Project Ltd (DAPL)	Counselling Service – Levenmouth Academy	-		£30,000	-	-	£30,000	Funded by Scottish Government attainment Challenge Fund via Education Service
E&CS PEF	Clued – Up (Levenmouth Academy)	Support for young people with substance misuse and other concerns	£5,546		£5,546	-	-	£5,546	Funded by Scottish Government attainment Challenge Fund via Education Service
Total			£39,746		£69,746	-	-	£69,746	

Recommended Awards for 2025/26
Education Services – Community Mental Health & Wellbeing Fund
 Service Monitoring Officer: Pam Colburn, QIO Health & Wellbeing (Pamela.colburn@fife.gov.uk)

Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	Individual Year for Approval			Total Recommended for Approval	Additional Comments
					2025/26	2026/27	2027/28		
Community Mental Health and Wellbeing Framework	Includem	Mentoring support for young people to support their mental health	£174,000		£260,000			£260,000	Extension of current grant award until March 2026 to align with the Monitoring and Evaluation Framework.
Community Mental Health and Wellbeing Framework	Scottish Autism	Support, for Parents and Carers of Young People with neurodevelopmental difficulties	£33,400		£50,000			£50,000	Extension of current grant award until March 2026 to align with the Monitoring and Evaluation Framework.
Community Mental Health and Wellbeing Framework	Barnardo's	Mental Health and Wellbeing Support for children and young people and their families			£350,000			£350,000	
Community Mental Health and Wellbeing Framework	Scottish Autism	Support, for Parents and Carers of Young People with neurodevelopmental difficulties			£50,000			£50,000	Pilot Project for Neurodivergent families until March 2026.
Total					£710,000			£710,000	

**Recommended Awards for 2025/26
Roads & Transportation Services**

Service Monitoring Officer: Anne Cowan, Lead Consultant Accessible Transport & Concessions (Anne.Cowan@fife.gov.uk)

Area	Organisation	Project Description	Grant Award 24/25	Annual Grant Requested by Organisation	Individual Year for Approval			Total Recommended for Approval	Additional Comments
					2025/26	2026/27	2027/28		
Dunfermline Glenrothes Kirkcaldy	Fife Shopmobility Ltd	Lending powered and manual wheelchairs and electric scooters to people with mobility difficulties free of charge. Provide a long-term hire of manual equipment. The organisation also provides escorted shopping services for vulnerable people and those with visual impairments.	£163,080	£186,550	£167,972	-	-	£167,972	The service recommends maintaining the Grant within current budget.
Fife Wide	Royal Voluntary Service	Targeting support to vulnerable older residents who are unable to access mainstream public transport due to some form of reduced mobility or isolation. This is in the form of both transport and support to individuals ensuring people remain active and supported in their local communities.	£47,859	£79,506	£52,697	-	-	£52,697	The service recommends maintaining the Grant within the current budget.
Total			£210,939	£266,056	£220,669	-	-	£220,669	

National Ban on Pavement Parking

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: All

Purpose

The purpose of this report is to seek agreement on Fife Council's approach for the implementation of the national ban on pavement parking, double parking and parking at dropped kerbs regulations.

Recommendations

It is recommended that committee:

- (1) note the introduction of legislation prohibiting pavement parking, double parking and dropped kerb parking as set out in the *Transport (Scotland) Act (2019)*⁽¹⁾;
- (2) agree that the formal enforcement of the ban on parking on pavements commences from 1 September 2025;
- (3) agree that an initial soft approach to enforcement be adopted and an awareness raising campaign undertaken with leaflets and warning notices issued for a period of two months prior to formal enforcement; and
- (4) note that any pavement parking ban exemptions would be progressed through existing Area Committee powers.

Resource Implications

Fife Council was awarded £188,107 from the Scottish Government to fund the assessment of Fife's footways, areas of footway parking and potential exemptions. The assessment and report utilised £101,820 of funding with the remaining £86,287 available to support signing and lining works.

It is estimated that the cost of potential Exemption Orders, involving signing and lining, could be of the order of £100,000 - £130,000 which would be partly met by the remaining £86,287 Government funding. It is proposed that any remaining costs for proposals be funded through Roads and Transportation Services Traffic Management revenue budget.

The cost to update the parking operating systems would be approximately £11,000 and can be met from the car and lorry parking revenue budget.

⁽¹⁾ Transport (Scotland) Act 2019, Part 6. Available at <https://www.legislation.gov.uk/asp/2019/17/contents>

Legal & Risk Implications

There are no known legal risks. However, if the legislation is not enforced, Fife Council would be inconsistent with the rest of Scotland and the positive impacts of improved safety and accessibility particularly for our most vulnerable road users including disabled, young and elderly would be compromised.

There is a risk that displaced parking could accentuate parking pressures. However, measures would be explored to help mitigate such effects, where possible.

Impact Assessment

An EqIA and summary form have been completed – the summary form is attached to the report in Appendix 1. A Fife Environmental Assessment Tool (FEAT) assessment is attached to the report in Appendix 2.

Consultation

Roads and Transportation Services has consulted with Financial and Legal Services in the compilation of this report.

Roads and Transportation Services officers have liaised with Transport Scotland and other Scottish local authorities to help ensure a consistent approach to the process in Fife.

1.0 Background

- 1.1 The Transport (Scotland) Act 2019 Part 6 establishes the statutory legislation for a national ban on pavement parking, double parking and parking at dropped kerbs to help local authorities make pavements and roads safer and more accessible for everyone.
- 1.2 Key provisions in the legislation include:
 - powers for local authorities to enforce the national footway parking ban;
 - allowing local authorities to promote exemptions from the national ban, subject to strict criteria;
 - provisions for exceptions to those vehicles involved in emergency services or delivery of goods;
 - powers for local authorities to share services with other councils to enforce the new restrictions; and
 - the requirement for local authorities to keep separate accounts in relation to the income received from the enforcement of the new restrictions.
- 1.3 The Parking Prohibitions (Enforcement and Accounts) (Scotland) (Regulations) 2023 were enacted on 11 December 2023, providing local authorities with the powers to enforce the new prohibitions. Further information on the legislation and exemptions are available at [Transport Scotland: Parking and the Transport \(Scotland\) Act 2019](#).
- 1.4 The Regulations have confirmed that the level of Penalty Charge Notice for all local authorities will be issued at £100, which is discounted to £50 if payment is made within 14 days. If payment is not made within 28 days, a Charge Certificate is issued to the vehicle owner and the penalty is increased to £150.
- 1.5 Some exceptions to the new prohibitions apply across Scotland. These are for circumstances in which it is necessary or expedient for motor vehicles being used by certain bodies, or in certain circumstances, to park on the footway. These can be summarised as emergency/medical or military activities, roadworks/postal services/waste collection services or delivery services, activities to allow a response to an emergency or accident and for vehicles used for undertaking roadworks or removal of an obstruction to traffic. These nationwide exceptions apply across the road network and thus no signage is required.

- 1.6 Transport Scotland provided guidance to local authorities on the use of an evidence-based assessment process to determine whether an exemption or other alternative measures may be required for certain roads or areas. Prior to the approval of any exemptions, local authorities must undertake a statutory formal consultation process through a Proposed Pavement Parking Exemption Order before any exemptions are approved. As part of their existing powers, Area Committees would decide these through the Traffic Regulation Order (TRO) process.
- 1.7 The guidance states that an area of pavement can only be considered for exemption if:
- its layout or character would allow for a width of 1.5 metres of the footway to remain unobstructed when any part of a vehicle is parked on it; or
 - the layout or character of the carriageway associated with the footway is such that the passage of an emergency vehicle would be impeded by the presence of a vehicle parked on the carriageway.
- 1.8 The guidance indicates that anticipated exemptions to the pavement parking prohibition will not be the norm. Where an exemption is put in place, the area subject to the exemption must be clearly signed and marked.
- 1.9 Most Scottish local authorities have, or are in the process of seeking, approval to implement the legislation and enforcement.
- 1.10 In late 2023, Transport Scotland undertook a national awareness campaign when the parking enforcement legislation initially came into force.

2.0 Issues and Options

Assessment

- 2.1 Roads and Transportation Services, through consultancy support from WSP UK Ltd, has undertaken an assessment of the Fife Road Network in relation to the guidance proposed by Transport Scotland.
- 2.1.1 This work assessed over 12,500 roads in Fife and identified those with widths of 5m or less and assessed those relative to the criteria detailed in para 1.7. From this assessment, approximately 40 roads have been identified as meeting the criteria for consideration of an exemption order. The detail of these requires to be considered within the statutory consultation process and presented to Area Committees.
- 2.1.2 The potential exemption areas have been carefully identified where:
- a carriageway width is less than five metres, as a vehicle parked fully on the carriageway would most likely impede access for emergency vehicles; and
 - an individual footway with a width exceeding three metres would allow a vehicle to park half on the footway and maintain at least a 1.5 metres wide unobstructed footway.
- 2.1.3 Should the locations identified as potential exemption areas be agreed, there is the potential that this could displace parking to neighbouring streets. Should this prove significant, there may be the need to consider further Exemption Orders or other measures such as double yellow lines, one-way streets, or similar restrictions. The detail of any measures would be approved through the Area Committee.

Enforcement

- 2.2 Prior to commencing any new enforcement, changes are required to the existing parking back-office systems support. This includes the production of new enforcement documents, system coding configuration for offences and printing of new ticket rolls.
 - 2.2.1 Training is to be provided to all Parking Attendants to ensure that any resulting enforcement of the parking prohibitions is fair, accurate and consistent. Training will ensure Parking Attendants understand all the primary and secondary legislation associated with the parking prohibitions. This includes understanding the detail of the pavement parking, double parking and dropped kerb parking legislation as well as any exemptions and exceptions to the prohibitions.
 - 2.2.2 Effective enforcement of the pavement parking legislation is anticipated to commence from 1 September 2025, subject to the successful conclusion of the back-office update and Parking Attendant training. Enforcement will consider the impacts and / or parking displacement experienced across our towns, villages or within residential areas. Enforcement will be undertaken in a balanced, proportionate and pragmatic way and this will be at the core of any formal operational enforcement activity and will be kept under review by the Service.
 - 2.2.3 Care will be taken to avoid generating new or intensifying any existing neighbourhood disputes. The expected first course of action for residential locations will be the 'soft' behavioural change approach. A balanced approach will be taken to any locations brought to our attention and consideration will be given as to the appropriate level of initial and ongoing action on a case-by-case basis while considering the resources available.
 - 2.2.4 Transport Scotland has run a national pavement parking campaign since December 2023, highlighting the benefits of the new legislation to safety and accessibility. As part of the preparation for introducing the ban in Fife, a public awareness campaign would be undertaken and advisory warning notices issued to drivers who are in contravention of the regulations. It is proposed that such warning notices would be issued for a period of two months in advance of the enforcement start date.
 - 2.2.5 In relation to Exemption Orders, these would be consulted through local communities and Area Committees as part of the statutory regulation procedure which will take approximately six months to complete depending on objections. Thereafter, the necessary signing and lining works would be ordered and implemented.

3.0 Conclusions

- 3.1 Implementation and enforcement of the legislation and Parking Prohibitions Regulations would help improve safety and accessibility for all, particularly for our most vulnerable road users including disabled individuals, the young and elderly people.
- 3.2 The Fife Road network has been assessed, and it is now timely to consider the timescale to implement the parking ban, subject to completion of staff training, IT system updates and awareness raising campaigns and a 'soft' approach commencing enforcement.

List of Appendices

1. EqIA and summary form.
2. Fife Environmental Assessment Tool.

Background Papers

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

- Transport (Scotland) Act 2019, Part 6.
(<https://www.legislation.gov.uk/asp/2019/17/contents>)

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Equality Impact Assessment Summary Report

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>Cabinet Committee – National ban on Pavement Parking – 6 March 2025</p>
<p>What are the main impacts on equality?</p> <p>Footways safer and more usable for wheelchair users and improves the safety of pedestrians, particularly those with mobility issues and visual impairments.</p> <p>Increase in the ability to walk, wheel and cycle. Footways safer and more usable for users pushing prams and walking young children.</p>
<p>In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced?</p> <p>N/A</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>Consider an exemption when width of 1.5 metres of the footway to remain unobstructed when any part of a vehicle is parked on it.</p> <p>Consider an exemption if the layout or character of the carriageway associated with the footway is such that the passage of an emergency vehicle would be impeded by the presence of a vehicle parked on the carriageway.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Sara Wilson, Service Manager, Roads Network Management, Roads & Transportation Services VOIP: 453348 sara.wilson@fife.gov.uk</p>

Fife Environmental Assessment Tool (FEAT)			
Please complete the white cells below:		Committee paper title / agenda number (if known):	National Ban on Pavement Parking
Project name:	National Ban on Pavement Parking	Assessment completed on:	29/01/2025
Committee name & date:	Cabinet Committee	Assessment completed by:	Sara Wilson
Have the proposals been subject to any other formal environmental assessment? If so please refer to this when completing this form:		n/a	
<p>Instructions: Officers submitting a paper to Committee should complete this assessment tool to screen the proposals for environmental risks, and submit a completed copy of worksheet 1 and 2 to democratic services along with your Committee paper. Please complete all of the white cells on the first sheet of the workbook and answer all 10 questions. Please refer to the notes and links on worksheet 3 if you are unsure how to answer. This sheet also details contacts who can help you to answer questions if you are unsure. If you require additional guidance or support please contact the Climate Change and Zero Waste team in Refsol (Fife Council's environmental ALEO) and they will help you to complete the assessment. It should take less than half an hour to complete even for the most complex of projects, and less than 10 minutes for more straightforward policies and projects. Please provide a brief comment to explain your answers in Column F on Worksheet 1. Please do not edit the data validation fields on worksheet 4 and note that worksheet 2 autocompletes. Project managers and service managers don't forget to sign off the assessment on both worksheet 1 and 2, Committee conveners should also sign off the assessment on both worksheets to show that it has been taken into account during the decision making process.</p>			
A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.		Please select an option:	Please clarify your response
1	What impact will the proposals have on wildlife (including protected sites and species)?	No impacts / not applicable	Business as usual.
B. Impacts on people		Answer	Comments
Fife Council is committed to protecting and enhancing the wellbeing of our people.		Please select an option:	Please clarify your response
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	No impacts / not applicable	Business as usual.
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	Footways safer and more usable for wheelchair users and improves the safety of pedestrians, particularly those with mobility issues and visual impairments. Increase in the ability to walk, wheel and cycle. Footways safer and more usable for users pushing prams and walking young children
C. Pollution		Answer	Comments
Fife Council is committed to protecting and improving air, water and soil quality.		Please select an option:	Please clarify your response
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	No impacts / not applicable	Business as usual.
D. Climate change		Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.		Please select an option:	Please clarify your response
5	What impact will the proposals have on greenhouse gas emissions?	No impacts / not applicable	Business as usual.
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	No impacts / not applicable	Business as usual.
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	No impacts / not applicable	Business as usual.
E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.		Please select an option:	Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	No impacts / not applicable	Business as usual.
9	What impact will the proposals have on energy use and the consumption of material resources?	No impacts / not applicable	Business as usual.
F. Cultural heritage		Answer	Comments
Fife Council is committed to protecting Fife's cultural heritage.		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	No impacts / not applicable	Business as usual.

Fife Council 20mph Strategy

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: All

Purpose

The purpose of this report is to consider the Scottish Government's Guidelines on 20 mph speed limits and seek agreement on the Strategy for implementation of 20 mph speed limits in Fife.

Recommendation(s)

It is recommended that members:

1. note the extensive work that Fife Council has already undertaken since 2003 in implementing 20 mph zones in almost all residential areas in Fife;
2. note the Scottish Government's Guidelines for the proposed implementation of 20 mph roads as detailed in this report;
3. agree to adopt 20mph as the recognised speed limit on appropriate roads through consultation and agreement with local communities; and
4. note that Area Committees would approve any new 20 mph roads through the Traffic Regulation Order process.

Resource Implications

Transport Scotland propose to continue to grant fund new 20 mph measures as part of the National 20 mph Strategy for financial year 2025/26, if their proposed annual budget is approved by Scottish Ministers.

It is estimated that the cost of implementing 20 mph measures across Fife could be of the order of £350k-£500k, subject to the level of take up and nature of measures required.

Legal & Risk Implications

There is a risk that the level of grant funding from the Scottish Government may not be sufficient to address all current and future requests. Should this occur, consideration would require to be given as to whether measures should be funded through Area Roads Programme Traffic Management Budget which funded Fife's initial 20 mph zones.

The infrastructure associated with 20 mph proposals have a revenue maintenance implication which would place pressure on Roads and Transportation Services maintenance budgets.

In financial year 2024/25, the Scottish Government has offered funding of £120,000 for the projects detailed in Appendix 1. Should they not be delivered by March 2025, the funding could be recalled.

To ensure 20 mph limits and speed limit zones are legally implemented and enforceable, a speed limit order must be made using the Local Authorities Traffic Orders (Procedure) (Scotland) Regulations 1999. Roads and Transportation Services and Legal Services already have arrangements in place to support the promotion of road traffic orders.

Impact Assessment

The general duties section of the EQIA impact assessment and the summary form was completed with agreement of the Equalities Unit – see Appendix 3 for the summary form. The Fife Environment Assessment Tool (FEAT) is shown in Appendix 4, indicating a positive outcome.

Consultation

Financial and Legal Services have consulted in the development of this report.

Transport Scotland and other Scottish local authorities have been consulted to ensure coordination of local and trunk road speed limits.

1.0 Background

- 1.1 Fife Council was at the forefront of introducing 20 mph speed limits. From 2003/4, a seven year implementation programme of 20 mph zones was delivered to address the Scottish Government's national targets for accident reduction by 2010. The programme delivered by settlement area and was funded through Service budgets. Each settlement was individually assessed and designs saw the introduction of speed reducing measures (humps and cushions), signs and road markings to help significantly reduce speeds and encourage the zones to be self-regulating. This has resulted in approximately 82% of Fife's urban roads having 20 mph speed limits and over 95% of residential areas.
- 1.2 In 2016, Transport Scotland published revised guidance on 20 mph speed restrictions and revisions were made to Traffic Sign Regulations and General Directions (TSRGD). The guidance relaxed the criteria for introducing 20 mph limits, allowing them to be considered without traffic calming measures where existing mean speeds are no greater than 24 mph.
- 1.3 Police Scotland are responsible for enforcing 20 mph speed limits.

2.0 Issues and Options

- 2.1 In February 2021, the Scottish Government published 'Scotland's Road Safety Framework to 2030'. This includes the vision for Scotland to have the best road safety performance in the world by 2030 and an ambitious long-term goal where no one is seriously injured or killed on Scottish roads by 2050. To achieve this goal, the Scottish Government and Transport Scotland have developed an Implementation Guide for establishing 20 mph Speed Limits in Scotland (the Strategy). This document affirms the Scottish Government's commitment to enhancing urban safety and transforming towns and cities by prioritising pedestrians and cyclists over motor vehicles. The aim is to increase road safety by encouraging individuals to walk, wheel, or cycle for their everyday short journeys.

- 2.2 The Strategy seeks to introduce a consistency for 20 mph speed limits across the country, simplifying speed limits for drivers. It seeks to reduce perceptions of road danger and create more pleasant streets and neighbourhoods by providing a more equitable balance between different road users.
- 2.3 The speed of a vehicle has a fundamental effect on the risk and severity of a collision. If a person is struck by a vehicle at 30 mph, the likelihood of a fatality is seven times greater than that if the vehicle were travelling at only 20 mph⁽¹⁾. For this reason, the Scottish Government is supporting implementation of 20 mph speed limits on appropriate roads. Appropriate roads being those meeting the criteria detailed in para 2.6.
- 2.4 The implementation of a 20 mph speed limit does not require traffic calming measures such as those included within the 20 mph residential zones in Fife. The traffic calming measures have been shown to help further reduce speeds.
- 2.5 Transport Scotland has worked with Scottish local authorities, Police Scotland and Sustrans to develop guidance for the assessment of roads and their suitability for consideration of 20 mph limits. A 'Place' approach was established and a process to ensure consistency for collecting and evaluating the necessary information on the road network.
- 2.6 The assessment criteria include considerations whether:
- i) the road is within 100 m walk of an educational setting
 - ii) the number of residential and/or retail premises fronting the road (on one or both sides) exceed twenty over a continuous road length of 400 – 600 m
 - iii) the location of key buildings which attract members of the public
 - iv) the road is within 100 m walk of an area of public interest
 - v) 20mph would help vulnerable road users and encourage a shift to other modes of transport
 - vi) 20mph would significantly improve the road environment and local community
 - vii) traffic volumes and current speeds support the decision to introduce a 20mph limit.
- 2.7 Roads and Transportation Services has utilised GIS information and knowledge from local areas to assess 1014 roads relative to the criteria. From this, 319 roads have been shown to meet the criteria for consideration of a 20-mph speed limit.

Current Demand for 20 mph limits in Fife

- 2.8 There have been a number of communities that have sought implementation of 20 mph limits within their communities for some time. From these local concerns and with the changing guidance, 20 mph speed limits were implemented on several A and B class distributor roads as shown in Appendix 1. The local communities have all welcomed the implementation of these measures. Follow-up speed surveys will be undertaken six months after implementation within the areas to indicate the level of compliance.
- 2.9 Should committee agree to progress the recommendations of this report, it would be the intention to present those roads which meet the criteria for assessment for 20 mph limits to the respective local Area Committee, after consultation with local members, Community Councils and Police Scotland. Should the Area Committee wish to support the introduction of a 20 mph speed limit, this will be processed through the statutory TRO procedure.

(1) <https://roadsafety.scot/campaigns/20mph-campaign/>

3.0 Conclusions

- 3.1 The policy of introducing 20 mph speed limits on appropriate roads, in line with the Transport Scotland Strategy, aligns with Fife's local Transport Strategy and the desire to help improve road safety, particularly for vulnerable road users, community connectivity and local conditions and the environment.
- 3.2 The costs to introduce the 20 mph strategy are currently being funded by the Scottish Government through Transport Scotland. This funding may change/vary overtime and an alternative funding source would then be required.
- 3.3 The principle is for each proposed location to be fully consulted and agreed with the local community and approved through the statutory TRO process by the Area Committees.

List of Appendices

1. Current position of 20mph Speed Limits Implemented or in Process
2. School Part-time 20mph locations to be addressed
3. Equality Impact Assessment
4. Fife Environment Assessment Tool

Background Papers

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

- Scotland's Road Safety Framework to 2030 [Scotland's Road Safety Framework to 2030](#)
- Transport Scotland's 20mph Speed Limits in Scotland. Implementation Guide
Link [20mph Speed Limits in Scotland.](#)
- Members' **Briefing Note: Scottish Governments 20mph Strategy (Issued June 2024)**

References

- (1) Road Safety Scotland 20 mph Campaign available at: <https://roadsafety.scot/campaigns/20mph-campaign>

Report Contacts

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Current position of 20mph Speed Limits Implemented or in Process 2022-2024

Fully Operational

Crail - A917 Anstruther Road, High Street and St Andrews Road

Falkland - A912 Pleasance & B936 Newton Rd

Ceres – B939 & Anstruther Road

Carnock - A907 Main Street

Rosyth – Queensferry Road, Castlandhill Road, Kings Road & Castle Road

Traffic Order in Place Awaiting Implementation on Site

St Andrews - All distributor roads within the town boundary (Complete Jan 2025)

Craigrothie – A916 Main Street & Cupar Road (Starts on site 20th January 2025)

Cairneyhill – A944 Main Street (Before end March 25)

Crossford – A944 Cairneyhill Rd, Main Street & Waggon Road (Before end March 25)

Traffic Order in Statutory Consultation (after agreement with Area Committee)

Methil & Buckhaven (Objections report to Committee in Feb 25)

Saline – B913 West Road & B914 Main Street (Objections report to Committee in Feb 25)

Cupar – A91, A913, A914, A916 & B940 (With Legal for publishing notice)

Kingsbarns – A917 Main Street (With Legal for publishing notice)

Newburgh – A913 (With Legal for publishing notice)

Robertson Road, Dunfermline (incl. Bellyeoman PS) (With Legal for publishing notice)

School Part-time 20mph locations to be addressed

Canmore PS & Masterton PS – B916 Abedour Road, Dunfermline
Milesmark PS – A907 Rubmlingwell, Dunfermline
McLean PS – B936 Baldridgeburn, Dunfermline
Townhill PS – Main Street, Townhill
Commercial PS / St Margaret's RC PS – Woodmill Road, Dunfermline
Carnegie PS – Pittsburgh Road, Dunfermline
Queen Anne HS – A823 Pilmuir Street, Dunfermline
Newport - B995
Dairsie PS - A91 Main Street
Anstruther PS & Waid Academy - B9131
Pittenweem PS - A917 James Street
Elie PS - A917 Park Place
Largoward PS - A915 St Andrews Road
St Joseph's RC PS – A909 Cocklaw Street, Kelty
Lochgelly High School – Station Road
Lumphinnans PS – Main Street, Lumphinnans
Cowdenbeath PS – B981 Broad Street
Foulford PS – Leuchatsbeath Drive, Cowdenbeath
Benarty PS – B920 Ballingry
Crossgates PS – B925 Dunfermline Road
Inverkeithing PS – Hillend Road, Inverkeithing
Burntisland PS – A909 & B923

Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report or for consideration by any other partnership forum, board or advisory group as appropriate)

<p>Which Committee report does this IA relate to (specify meeting date)?</p>
<p>What are the main impacts on equality?</p> <p>There is no negative impact on any of the protected characteristic groups.</p>
<p>In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced?</p> <p>N/A</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>N/A</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Sara Wilson, Service Manager, Roads & Transportation Services VOIP: 453348</p>

Fife Environmental Assessment Tool (FEAT)

Please complete the white cells below:

		Committee paper title / agenda number (if known):	Fife Council 20mph Strategy
Project name:	Fife Council 20mph Strategy	Assessment completed on:	5/11/2024
Committee name & date:	Cabinet Committee	Assessment completed by:	Sara Wilson
Have the proposals been subject to any other formal environmental assessment? If so please refer to this when completing this form:			

Instructions: Officers submitting a paper to Committee should complete this assessment tool to screen the proposals for environmental risks, and submit a completed copy of worksheet 1 and 2 to democratic services along with your Committee paper. **Please complete all of the white cells on the first sheet of the workbook and answer all 10 questions.** Please refer to the notes and links on worksheet 3 if you are unsure how to answer. This sheet also details contacts who can help you to answer questions if you are unsure. If you require additional guidance or support please contact the Climate Change and Zero Waste team in Refsol (Fife Council's environmental ALEO) and they will help you to complete the assessment. It should take less than half an hour to complete even for the most complex of projects, and less than 10 minutes for more straightforward policies and projects. Please provide a brief comment to explain your answers in Column F on Worksheet 1. Please do not edit the data validation fields on worksheet 4 and note that worksheet 2 autocompletes. **Project managers and service managers don't forget to sign off the assessment on both worksheet 1 and 2, Committee conveners should also sign off the assessment on both worksheets to show that it has been taken into account during the decision making process.**

A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.		Please select an option:	Please clarify your response
1	What impact will the proposals have on wildlife (including protected sites and species)?	Beneficial impact	Reduction in noise and pollutants due to a reduction of rapid acceleration and deceleration.

B. Impacts on people		Answer	Comments
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Fife Council is committed to protecting and enhancing the wellbeing of our people.		Please select an option:	Please clarify your response
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	Beneficial impact	Reduction in noise and pollutants due to a reduction of rapid acceleration and deceleration. Speed reduction correlates with a reduction in heavy metal pollutants.
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	Reduce the perception of road danger, encouraging active travel leading to better physical health.
C. Pollution		Answer	Comments
Fife Council is committed to protecting and improving air, water and soil quality.		Please select an option:	Please clarify your response
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	Beneficial impact	Reduction in noise and pollutants due to a reduction of rapid acceleration and deceleration. Speed reduction correlates with a reduction in heavy metal pollutants and the presence of pollutants in road dust.
D. Climate change		Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.		Please select an option:	Please clarify your response
5	What impact will the proposals have on greenhouse gas emissions?	Beneficial impact	Decrease in CO2 emissions due to reduction in speed and rapid braking/acceleration.
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	No impacts / not applicable	Minor impact as benefits are more localised.
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	No impacts / not applicable	Minor impact as benefits are more localised.
E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.		Please select an option:	Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	No impacts / not applicable	Business as usual.
9	What impact will the proposals have on energy use and the consumption of material resources?	No impacts / not applicable	Business as usual.
F. Cultural heritage		Answer	Comments

Fife Council is committed to protecting Fife's cultural heritage.		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	No impacts / not applicable	Business as usual.

Please sign off the assessment

Sign off	Name	Date
Project manager	John Mitchell	
Service manager	Sara Wilson	5/11/2024
Committee convener		

Managing Flooding in Fife

Report by: John Mitchell, Head of Roads and Transportation Services

Wards Affected: All

Purpose

This purpose of this paper is to update Committee on the management of flooding issues and measures in Fife (as per Motion 3 Fife Council Committee 16 May 2024).

Recommendations

The Committee is asked to:

1. note the management processes and programmes in place within Roads and Transportation Services to deliver flood related services in Fife;
2. note the focus on the development of digital solutions to help improve greater coordination and delivery of resources to locations of greatest need in line with customer needs; and
3. note the pressure in recruiting specialist staff within Roads and Transportation Services to manage flood related matters and the measures in place to manage this in the short term.

Resource Implications

There are no direct resource implications from this report. The management of flooding is covered by revenue and capital budgets including a specific Fife Council Property Flood Resilience Grant of £0.5m.

Legal & Risk Implications

The risk of increased frequency of flood events and the effects of climate change are placing additional pressures on existing public and private resources and infrastructure. Failure to properly manage the effects of climate change and flood events would expose the Council and local communities to risk of major damage to life, property and infrastructure, constrained development, legal action and major costs.

Impact Assessment

An EqIA is not required as this report does not propose a change or revision to existing policies and practices. A Fife Environmental Assessment Tool (FEAT) output is included within Appendix 2.

Consultation

Legal and Finance Services have been consulted in preparing this report.

1.0 Background

- 1.1 Fife Council has legal responsibilities under the Roads Scotland Act 1984 and Flood Risk Management (Scotland) Act (2009) to manage and mitigate the impact of flooding to carriageways and property and the potential adverse consequences (associated with a flood) to human health, the environment, cultural heritage and economic activity. Equally, all landowners have responsibilities to maintain watercourses, which pass through their land, and to protect their property from flooding.
- 1.2 The introduction of the Flood Risk Management (Scotland) Act (2009) has led to a new risk-based, plan-led approach to dealing with flooding in Scotland. Flood Risk Management Plans (previously known as Flood Risk Management Strategies) and Local Flood Risk Management Plans are developed on a six yearly cycle. Cycle One was from 2016-2022 and Cycle 2 from 2022-2028. The Flood Risk Management Plans places duties on a number of organisations to reduce overall flood risk, mainly SEPA, local authorities and Scottish Water.
- 1.3 SEPA is responsible for the development of the Flood Risk Management Plans, supported by lead local authorities who prepare the plans' district areas. Fife is within four areas, the two main areas being Forth Estuary and Tay Estuary.
- 1.4 Fife Council is covered by four Local Flood Risk Management Plans (LFRMP). These plans have been developed by SEPA in collaboration with Scottish Water, local authorities, transport authorities and utility companies and detail potential actions to reduce the impact of flooding. In addition to this, there are locations that are not referenced within the LFRMP that Fife Council are aware of and are actively progressing, for example, Ballingry and Freuchie Mill.
- 1.5 In terms of emergency response, on 7 October 2010, the Environment, Enterprise, and Transportation Committee approved Fife Council's Flooding Emergency Procedure (FEP) (2010.E.E.T.C 186 para 355 refers). This sets out key objectives on how the council will deal with the planning and response to flood events. These procedures are regularly reviewed and refined to best align resources, with the last review being in 2024.
- 1.6 The FEP encourages engagement and support with local communities to help them develop their own community flood resilience groups and approaches to flood events (e.g. Falkland have created a successful group with support through the Scottish Flood Forum, a Scottish Government funded charitable organisation to support local communities impacted by flooding).
- 1.7 The infrastructure managed by Roads and Transportation Services in relation to flooding is detailed below which highlights the extent of the roads network, including watercourses and coastline.

Coverage	Length (approx.)	Asset	Quantity (approx.)
Watercourses	600km	Gullies	80000
Coastline	180km	Ditches	260km
Coastline assets	12km	Offlets	21,000
Carriageways	2489km	Grills / Screens	100
Foot/Cycle paths	3400km	Flood pods	54
		Flood Schemes	9

Table 1: Roads and Transportation Services Flood Related Infrastructure

- 1.8 The management of flood related infrastructure and events within the RTS is delivered and co-ordinated through three teams:

Roads Operation

- Provide a 24hr, 7 day per week, 365 day per year, emergency response to flooding and weather events in line with Fife Council's Flooding Emergency Procedures
- Undertake gully emptying, ditch and offlet clearing
- Clear watercourse debris from grills and screens
- Undertake minor improvement schemes to the drainage network
- Manage the supply and stock of flood pods

Roads Network Management

- Investigate drainage issues and identify small improvement schemes
- Implement requirements of the Roads Scotland Act on landowners if identified

Flooding, Shoreline and Harbours

- Manage strategic flood planning in line with Local Flood Risk Management Plans
- Inspect and maintain watercourse and coastal assets
- Implement flood protection studies and schemes
- Respond to planning applications
- Manage the Fife Council Property Flood Resilience Grant and Scottish Government Cupar Flooding Grant
- Responding to emergency flooding/coastal events, including structural design solutions

- 1.9 In 2024/25, the financial resources available to manage Roads and Transportation Services' flood related infrastructure are:

- Revenue £2.3m (£1.23m for roads related drainage; £1.07m for flood and coastal maintenance. This includes a one off £0.5m for the Fife Council Property Flood Resilience Grant. Specific Scottish Government funding for properties affected by Storm Babet in Cupar in December 2023.
- £1.8m of capital as per the current Fife Capital Plan, to progress strategic flood schemes such as Freuchie Mill and Cardenden, etc.

2.0 Issues and Options

Delivery

- 2.1 Currently in financial year 2024/25, the Service has progressed a range of flood and coastal improvement measures, including:
- i. Responding to 1905 road drainage enquiries/requests
 - ii. Responding to 180 locations of flooding
 - iii. Undertaking cleaning of 37,000 gullies
 - iv. Responding to 2303 individual gully clearing issues
 - v. Clearing 30 km of ditches and 21,000 drainage offlets
 - vi. Delivering 43 drainage improvement projects
 - vii. Responding to five emergency/ storm events at Pittenweem (23-25), St Andrews Harbour (23-25), St Monans(23-25), Kinghorn Slipway (23-25) and Leven Promenade
 - viii. Progressing flood management studies/improvements at Cupar, Rosyth, Cardenden, Freuchie Mill, Ballingry and Kinness Burn

Mapping of Flood Priorities

- 2.2 To modernise and produce a more customer interactive data sharing format, RTS have been progressing the development of a data management system (ALLOY) for roads related infrastructure. This is helping to improve workflow and efficiencies with the management of overall roads and drainage related assets. Whilst the initial focus has been on road defects and the integration of the customer management system, the management and co-ordination of gully cleaning is being piloted with a view to making this GIS layer available to the public in summer 2025. This system will help highlight the programme of works and allow resources to be directed to high priority, known flooding locations. It will highlight to customers when gullies were last cleaned and when they are to be cleaned in future and any priority locations.
- 2.2.1 The cleaning and jetting of gullies is delivered through four gully tankers. In late 2024, two new tankers were purchased as part of the fleet replacement programme to help improve reliability and performance. A further new tanker is anticipated in Summer 2025 as part of the fleet replacement programme. If there are maintenance issues with the fleet, external contractors have been utilised in the short term to maintain service delivery.
- 2.2.2 In relation to the management of Structures, Coastal, Harbours and Flooding assets, a separate GIS management system (AMX) is under development which allows the condition and maintenance of watercourses, Structures, Harbours and Coastal assets to be recorded. This system will enable priority work packages and condition reporting, creating service efficiencies. It is anticipated this will be in operation during 2025-26.

Staff Resources

- 2.3 Fife Council Roads and Transportation Services, like other Scottish local roads authorities, are experiencing challenges in recruiting and retaining specialist engineers for key roles. Currently, there is a shortage within both the public and private sectors, consequently the private sector is offering significantly higher salaries and opportunities. In response to this, RTS over the past 3-4 years has been focussed on 'growing your own' through attracting trainees and graduate learning apprentices and will continue to do so. In turn, to help manage the immediate shortfall, consultant engineers from the private sector have been used as an immediate short-term solution. However, further advertisement of vacant posts will continue to be promoted with a view to attract suitable specialist candidates. In terms of vacancies, this is most acute within the flooding and coastal team of Structural Services where there are six vacancies, two specialist Lead Consultant roles and four Consultant Engineers.

Funding

- 2.4 To progress the actions within the Local Flood Risk Management Plans, the Scottish Government offered capital match funding for the project costs which resulted in an oversubscription of applications. Those schemes with the highest benefit cost ratio were selected for funding. Whilst Kinness Burn was initially identified for potential funding, due to staffing shortages, it could not be advanced to the required legally notified stage by 31 March 2024. Consequently, the offer of Government funding was withdrawn. It is proposed to reapply for funding from the Scottish Government for Kinness Burn, and other key schemes, including Cardenden, Cupar, etc. in the next funding cycle, once announced.

- 2.4.1 The coastal storms of 2023 resulted in Fife Council Roads and Transportation Services managing the delivery of emergency (temporary) structural solutions to coastal assets which were not identified within public ownership, at a cost of some £173k. Such coastal assets, which can protect listed properties in key historical locations, are not always in public ownership nor is it clear who, indeed, owns them. Given the extent of the Fife coastline, a need has been identified to assess the liability of such locations or those in council ownership for future funding opportunities and asset management purposes. If such events with cost implications were to occur on a regular basis, with the increased effects of climate change and flooding, this would place pressure on existing budgets.

4.0 Conclusions

- 4.1 The management of flood and weather events continues to be a key critical function for Fife Council given the increasing risks and effects of climate change.
- 4.2 Roads and Transportation Services has identified the need to modernise management and work practises to provide greater efficiency in service delivery and customer responsiveness to flood related infrastructure, through the use of ALLOY and AMX.
- 4.3 It is acknowledged that the retention and recruitment of specialist professional staff to manage Fife Council's responsibilities within flood and coastal management remain a challenge.

List of Appendices

1. Staff Allocation
2. Environmental Impact Assessment

Background Papers

16 May 2024 - Fife Council - item 7 - [download-document-sharepoint \(fife.gov.uk\)](#)

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Staff Allocation

Structural Services:

- Service Manager – Structural Services
- Lead Consultant – FS&H: 1 (**vacant**)
- Consultant Engineer - Flooding: 1 (**vacant**)
- Technician Engineer - Flooding: 3
- Consultant Engineer – Harbours & Shoreline: 1 (**vacant**)
- Technician Engineer – Harbours: 1
- Harbour Masters: 1 no. Lead Harbour Master and 4
- Consultant Engineer – Shoreline: 1 temporary post (**vacant**)
- Clerk of Works – 50% shared with Bridges and Structures.
- Lead Consultant – Bridges and Structures (**vacant in March**)
- Consultant Engineer – Bridges and Structures: 3 (**1 vacant**)
- Graduate Engineer - Bridges and Structures: 3

Roads Network Management:

- Lead Consultant – Network Condition: 1
- Technician Engineer – Network Condition (Drainage Maintenance): 1
- Technician – Network Condition (Drainage Maintenance): 2
- Lead Consultant – Network Management: 1
- Technician Engineer – Network Management (RSA): 2
- Technician – Network Management (RSA): 2 (**1 vacant**)
- Technical Inspector – Network Condition (Flooding Emergencies): 8
- Technical Inspector – Network Management: 4 (**2 vacant**)

Roads Maintenance

- Technician Engineer / Technician – 2 no
- Gulley tanker operatives (driver / second man) - 8no

Fife Environmental Impact Assessment

Project name:	Managing Flooding in Fife	Committee report title:	Managing Flooding in Fife
Committee name & date:	Cabinet Committee 6th March	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	Michael Anderson	Completed on:	01/05/2024

A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.			
1	What impact will the proposals have on wildlife (including protected sites and species)?	No impacts / not applicable	Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties and communities
B. Impacts on people		Answer	Comments
Fife Council is committed to protecting and enhancing the wellbeing of our people.			
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	No impacts / not applicable	Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties and communities
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	Reducing the impact of flood damage to properties as a result of flooding as well as mitigating against carriageway flooding restricting communities. This will have a significant financial and mental benefit to property owners and the public to reduce 'down time' following flood events.

C. Pollution		Soil and geology	Answer	Comments
Fife Council is committed to protecting and improving air, water and soil quality.				
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	No impacts / not applicable	Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties and communities	
D. Climate change			Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.				
5	What impact will the proposals have on greenhouse gas emissions?	Beneficial impact	By reducing the impact of flood damage to properties and closure of roads, there is an expectation that there will be a reduction in repair / remediation works to properties as well as a reduction in the time to follow carriageway diversions. This therefore aims to reduce the carbon footprint of the flood event for repair and travel.	
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	Beneficial impact	The aim of this strategy is to manage and mitigate against the impacts of flood waters on communities and roads.	
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	A mixed impact (good and bad)	Flooding will still happen, but the aim is to reduce the impact of flooding on properties & communities.	

E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.			Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	Beneficial impact	By reducing the impact of flood damage to properties and communities, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint and landfill wastage.
9	What impact will the proposals have on energy use and the consumption of material resources?	Beneficial impact	By reducing the impact of flood damage to properties and communities, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint and landfill wastage.
F. Cultural heritage		Answer	Comments
Fife Council is committed to protecting Fife s cultural heritage.		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	Beneficial impact	Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties and communities

Good practice	6
Data gaps or mixed impacts	1
Environmental red flags	0
No impacts identified	3

Outstanding Remits from Committees

Title	Service(s)	Comments
3 April, 2025		
Houses in Multiple Occupation (HMO): Review of the Overprovision Policy	Housing Services	As agreed at 04.05.23 Cabinet meeting - para 107 of 2023.CC.57 refers – Cabinet Committee Minute - 4th May 2023 - Report to be presented during 2024
Short-Term Let Control Areas: Process and Options	Planning	As agreed at the 09/01/25 Cabinet meeting - para. 324 of 2025.CC.171 refers - Cabinet Committee Minute - 9th January 2025 - Cabinet Committee agrees that, before any more work is undertaken, a paper is prepared for Cabinet in April 2025, setting out a proposed process to take forward the consideration of the need for a STLCA. This report should also cover the associated benefits and risks of designating a STLCA
Housing Allocation Policy Review - Task & Finish Group Update	Housing	As agreed at 08.02.24 Cabinet meeting - para. 207 of 2024.CC.114 refers - Cabinet Committee Minute - 8th February 2024 - Report back to Cabinet Committee following completion of the Task and Finish Group remit in the Autumn. Update - deferred from March 2025 meeting.
Public Electric Vehicle Charging - Regional Collaboration	Roads and Transportation	As agreed at 06.06.24 Cabinet meeting - para. 258 of 2024.CC.138 refers - Cabinet Committee Minute - 6th June 2024 - Further report back to Cabinet in due course.
Allotment & Community Growing Strategy 2024-2028 Update	Communities and Neighbourhoods	As agreed at 08.02.24 Cabinet meeting - para. 209 of 2024.CC.115 refers - Cabinet Committee Minute - 8th February 2024 - Further report back to Cabinet in due course.
1 May, 2025		
KIMO UK/KIMO International Annual Update	Planning Services	As agreed at 09.05.24 Cabinet meeting - para. 243 of 2024.CC.132 refers - Cabinet Committee Minute of 9th May 2024 - Annual update to be brought back in a year's time detailing the benefits of the membership.
26th June, 2025		
Change Planning	Chief Executive	As agreed at 07.11.24 Cabinet meeting - para. 301 of 24.CC.159 refers - Cabinet Committee Minute - 7th November 2024 - Progress report to be submitted to the 26.06.25 meeting

Title	Service(s)	Comments
26th June, 2025		
Pay Strategy and Job Evaluation Project	Human Resources	As agreed at 30.11.23 Cabinet meeting - para. 188 of 2023.CC.103 refers - Cabinet Committee Minute - 30th November 2023 - see also para. 4.1 of report - updates to be brought back to Cabinet
14th August, 2025		
Education Service Anti-Bullying Policy	Education	As agreed at 02.11.23 Cabinet meeting – para. 169 of 2023.CC.93 refers – Cabinet Committee Minute - 2nd November 2023 - Report to be brought back in a year's time UPDATE: A briefing paper to be sent to elected members requesting nominations to establish the Working Group with an update report being submitted in August 2025.
11th September, 2025		
Pedestrian and Cyclist Access to Household Waste Recycling Centres	Environment and Building Services	As agreed at 11.01.24 Cabinet meeting - para. 199 of 2024.CC.110 refers - Cabinet Committee Minute - 11th January 2024 - Deferred to a future meeting. UPDATE: CIRECO to undertake a full health and safety review of all their facilities. Report to Cabinet will be submitted by September 2025.
9th October, 2025		
Community Wealth Building - Progress Report	Property Services	As agreed at 10.10.24 Cabinet meeting - para. 293 of 2024.CC.155 refers - Cabinet Committee Minute - 10th October 2024 - Annual report to be provided of future CWB achievements.
6th November, 2025		
Mothballing of Kirkton of Largo Primary School Review	Education	As agreed at 09.01.25 Cabinet meeting - para. 322 of 2025.CC.170 refers - A further report be brought back to committee no later than December 2025 reviewing the decision.

Title	Service(s)	Comments
Unallocated		
Social Housing Net Zero Standard (SHNZS) - Scottish Government Consultation Response	Housing Services	<p>As agreed at 07.03.24 Cabinet meeting - para. 223 of 2024.CC.122 refers - Cabinet Committee Minute - 7th March 2024 - A further report be brought back to Cabinet later in 2024.</p> <p>UPDATE: December 2024 - Deferred from January 2025 meeting as Scottish Government announcement on SHNZS is still awaited. An Elected Members' Briefing to be issued meantime.</p>
Cost of Living Report - Repeat Claims for Scottish Welfare Fund and Fuel Payments	Finance and Corporate Services	<p>As agreed at 05.12.24 Cabinet meeting - para. 312 of 2024.CC.165 refers - Cabinet Committee Minute - 5th December, 2024 - Report be brought back to either Cabinet Committee or the appropriate scrutiny committee in due course detailing what preventative measures were being undertaken in relation to recurring claims for the Scottish Welfare Fund.</p>
Fife Council's Arm's Length External Organisations - Governance Arrangements	Legal and Democratic Services	<p>As agreed at 5th December, 2024 Cabinet meeting - para. 317 of 2024.CC.168 refers - Cabinet Committee Minute - 5th December, 2024 - Report back on how the governance arrangements of the council's ALEOs could be strengthened to ensure fuller alignment with council policy.</p>
Statutory Consultation Proposal to Rezone the Catchment Areas of Dunnikier and Kirkcaldy West Primary Schools - Consultation Report	Education	<p>As agreed at 09.01.25 Cabinet meeting - para. 323 of 2025.CC.170 refers - Cabinet Committee Minute - 9th January 2025 - A Consultation Report to be brought back to a future meeting of the Cabinet Committee.</p>

Transforming Learning Fife – Full Business Case

Report by: Donald Macleod, Executive Director (Education) and Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All Wards

Purpose

This report seeks approval on implementation of Transforming Learning Fife Programme as approved as part of the council’s Capital Investment Plan 2025-35 and General Fund Revenue Budget 2025-2028. As part of this, it seeks approval to progress with device procurement and the deployment of 1:1 devices to all P6-S6 learners and all teaching staff, alongside the associated background work and the programme of upskilling teachers and learners to fully embed the Transforming Learning programme in all schools.

Recommendations

It is recommended that the committee:

- (1) notes the rationale of Transforming Learning team’s vision to Transforming Learning, Teaching and Assessment as outlined in section 2, section 3 and Appendix 3;
- (2) approves the communication plan as outlined in section 4;
- (3) approves the deployment schedule in section 6 and instructs officers to prepare for the deployment of almost 36,000 iPads to P6-S6 learners and teaching staff; and
- (4) notes that a separate report, to consider the business plan and financial implications, will be considered in a private, follow up report.

Resource Implications

A budget of £34.5m for this project has been included in the Capital Investment Plan 2025-2035 for 1:1 devices in schools.

In addition, revenue investment of £3.3m has been included in the Council’s Revenue Budget for 2025-26 to support project implementation in the first year, and £1.2m recurring revenue investment to support the ongoing revenue cost of professional learning and the project in year 2026-27 and 2027-28.

Legal & Risk Implications

The key legal and risk implications addressed within the risk section of this report consider the scale of the project and associated cost pressures and the desire to complete the deployment of 1:1 devices by March 2026.

Key risks include network capacity; insufficient funding to meet the cost of the project and failure to achieve the objectives of Transforming Learning in our settings.

Impact Assessment

A summary EqlA is completed for the entirety of the Transforming Learning programme in Appendix 1. Fife's commitment to addressing climate change is also reflected in Transforming Learning as procurement engage in circular economy plans for Transforming Learning devices with intent to re-use devices within the council and recycle devices at end of life.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The Transforming Learning programme helps to achieve the objectives of the Plan for Fife and align with this Duty in their commitment to working towards; Opportunities for all, Thriving Places, Inclusive Growth and Jobs and Community led services.

Consultation

Extensive consultation has taken place across key stakeholders including Elected Members. Within Education, consultation has included learners, teaching staff, education leaders and parents/carers. Further consultation has taken place with the identification of ambassadors from settings across Fife and visits to settings to engage with stakeholders.

The Transforming Learning Team have engaged in consultation with other Local Authorities who have already implemented 1:1 device approaches and used advice from each to guide the plans for Transforming Learning. The Local Authorities engaged with include Scottish Borders, Glasgow, Falkirk, Edinburgh City (all who have adopted a 1:1 iPad programme) and Midlothian (who have a mixed 1:1 iPad and Chromebook estate). In addition to this, the Transforming Learning Team have consulted with external partners who have experience of similar projects including XMA, Google and Apple.

1.0 Background

Fife Attainment and Attendance

- 1.1 Fife's senior phase attainment data shows that outcomes in Fife are generally 7-8 percentage points lower than the national average. Within this data, there are groups of disadvantaged learners whose outcomes are generally less positive than the general cohort. Improving educational attainment for all groups and Closing the Attainment Gap is a key improvement priority within the new Education Services Directorate Improvement Plan (2023-2026). This calls for ambitious action to upskill our staff and provide them with the tools they need to address this priority.
- 1.2 Attendance levels for children and young people have been declining over a period of years across Scotland and in many other developed economies around the world. The covid pandemic had an impact on attendance data and there has not been a recovery since. This decline has been echoed in Fife with the Fife overall attendance levels lag that of Scotland.

Scottish Digital Context

- 1.3 From 2016, the Scottish Government have explicitly placed digital at the heart of the learning process including an aim to improve access to digital technology for all learners. Embedding digital in learning is a way to raise attainment, ambition and opportunities for all.

- 1.4 Since 2016, 10 local authorities across Scotland have rolled out 1:1 devices for P6 to S6 learners with a mix of iPads and Chromebooks. Some of these local authorities, such as Glasgow and the Scottish Borders, have deployed 1:1 devices for learners since 2018.
- 1.5 These authorities have begun to identify some of the measurable impacts of 1:1 devices. These include a reduction of non-attenders, more engagement and motivation from individual learners, positive feedback from families and stakeholders and enhancements to the learning and teaching process, including an increase in digital skills and greater ease of teacher/pupil feedback. Staff have reported that, during the pandemic, their learners were able to engage more easily with remote learning solutions consistently across their authority and teachers were able to provide feedback to learners to support next steps in personalised learning.
- 1.6 Some authorities have reported that 1:1 devices has supported the retention of staff within their settings and that local businesses were beginning to comment on the increased digital skills of school leavers entering their work force. These authorities are keen to support the retention of digital skills within their locality due to the long-term benefits this has on the community.
- 1.7 The Transforming Learning Team have consulted with local authorities to learn lessons from their experiences. This advice has guided plans regarding all aspects of Transforming Learning but notably highlighted the importance of staffing both the professional learning and technical aspects adequately.

Fife Digital Context

- 1.8 Quality of access to devices in Fife is currently varied and not equitable, for example, we have some schools who have 1:1 devices whereas others have limited shared access to devices. This is further compounded with the range of internet connectivity levels in our settings. Similarly, individual schools experience a wide range and age of audio/video resources, for example, projectors or screens.
- 1.9 The inequities of devices in our schools is a significant factor contributing to a wide variation of quality of digital teaching and resulting in pupils from different localities having access to different qualification paths. This also impacts on the professional learning that teachers can engage with and implement in their school. Therefore, the local authority has placed an emphasis on closing the digital divide and addressing digital poverty experienced by individual families. Fife's approach to Digital Strategy has been working towards improving this inequity of devices including, within the 2024-25 revenue budget, temporary investment for the creation of two posts – QIO for Transforming Learning and Project Manager for Transforming Learning – to begin planning for 1:1 devices and create plans for inclusion in the 2025 budget process. See Appendix 2 for more details on this timeline.
- 1.10 Through pilot projects, limited 1:1 rollouts in selected schools, and in consultation with schools and settings across the authority, Fife services have investigated the merits and restrictions of Chromebooks and iPads for learning and looked at the relative possibilities and limitations of these.

2.0 Proposed Project

Proposal

- 2.1 Transforming Learning aims to address the attainment and attendance concerns referenced above (Section 1.1 and 1.2). It does this through a comprehensive professional learning offering which will support stakeholders to maximise the education

software available and the deployment of 1:1 iPads to all P6 to S6 learners and teaching staff. Learning and Teaching in Fife should be connected, consistent, confident and creative (see more detail in Appendix 3).

- 2.1.1 To make the project a success, a comprehensive plan has been created to upskill learners, teachers, school technicians and education managers, and to provide support for families. This builds upon previous work within Education to improve the digital culture within our schools (see Section 3).
- 2.1.2 The programme will address the digital inequity across Fife by ensuring all learners from P6-S6 will receive a 1:1 device with a deployment plan to achieve full device distribution by April 2026. After undertaking extensive research and evidence from internal pilots and other local authorities, Education's view is that the iPad is the device of choice for 1:1. Chromebook and Windows laptops have been considered. However, the iPad is an intuitive device to use and offers significantly increased options for creative and inspiring learning approaches than the more traditional 'screen and keyboard' design of the Chromebook and laptop.
- 2.1.3 Additional infrastructure will be installed in schools to address connectivity concerns.
- 2.1.4 New staffing will support this professional learning and the logistics of doubling the council's IT device estate.

A Vision for Change

- 2.2 Fife Education Directorate have long aspired to provide digital device access and digital skills to equip staff and prepare learners for today's digital world with current and preceding Digital Roadmaps including preparatory work (see Appendix 2) to ascertain the best route for our learners and staff in Fife.
 - 2.2.1 Since 2020, Fife's Digital Cultures Strategy has worked to support schools to embed digital technology. Transforming Learning is the next step for this.
 - 2.2.2 Our Transforming Learning stakeholder engagement with school leaders and teachers demonstrates an appetite for this change; their comments echo our vision to transform learning in our classrooms by allowing staff to use innovative teaching approaches, provide better digital access, prepare our learners for the future and bridge the gap for specific pupils. Transforming Learning will enable "*digital literacy to enhance teaching, learning and assessment across the whole curriculum and stages of the school. [It will] ...facilitate collaboration between teachers and pupils, allowing for a more robust approach to moderation.*" 96% of staff respondents believe Transforming Learning will provide many benefits for staff and learners.
 - 2.2.3 To support with the Education Services' aim of eliminating digital inequity, clear guidance for the operationalisation of 1:1 will be provided to schools to ensure digital downtime is reduced, the time learners are without a device, outlined in section 4.6. This will also include safeguarding our learners when online.
 - 2.2.4 To maximise the potential of Transforming Learning, the council have approved the long-term commitment included in the recently approved 3-year Revenue Budget and 10-year Capital Plan.

Measurable aims:

- 2.3 Transforming Learning measurable operational aims to achieve this are:
- 100% of provisions will engage in professional learning opportunities created by the Transforming Learning Team by April 2026.
 - Almost all (95%) of teaching staff will self-evaluate an increase in confidence using digital technology by June 2028.
- 2.3.1 Almost all settings involved in Transforming Learning professional learning will be expected to be able to demonstrate measurement of impact on learners.
- 2.3.2 A longer term work plan is being created that will demonstrate the ambition of Transforming Learning and what it will look like in our classrooms. The impact may be measured in a range of ways including learner and teacher surveys, learning partnership reports and HMle inspection reports.

3.0 Transforming Learning, Teaching and Assessment

Education Software

- 3.1 To support improving outcomes and overcome digital inequity, a Fife School App Library will be created to give access to a limited number of apps that support learning, teaching and assessment for mainstream learners. For our special schools and those with complex ASN a wider Fife School App Library will be created to offer a range of apps to best support these pupils. Both libraries will be supported by professional learning to enable consistent learning experiences for all learners across Fife.
- 3.1.1 Central to this will be Showbie, a digital learning platform which will be used for all learners from nursery to secondary. Showbie would allow schools to personalise learning and teaching in one tool rather than across multiple tools.
- 3.1.2 Showbie supports teachers with engagement of learners and allows easy access by parents/carers to view content being shared by both teachers and learners in a secure manner.
- 3.1.3 By providing the Showbie platform to all settings across the authority, this will support enhancement of professional learning for teachers and facilitate transition of pupils between schools, including from primary to secondary settings to support consistency.

Professional Learning Offer

- 3.2 To reach our ambition of closing the attainment gap, improve engagement and outcomes for our learners then upskilling of our staff and learners is the key driver of the success and sustainability of Transforming Learning Fife.
- 3.3 Considerable time and effort will be spent to ensure this succeeds, including:
- Actions in every School Improvement Plan.
 - A minimum of five hours of dedicated professional learning will be built into schools' working time agreement.
 - Creation of an annual Transforming Learning conference to promote best practice and share a consistent vision.
 - Transforming Learning website will contain help guides and videos to support teachers, learners and parents/carers.

- Actions are built into the work of the quality assurance procedures that Education services currently use to evaluate our schools.

3.3.1 The professional learning offer will develop over the life span of the programme, to ensure that staff are continually supported and developing their digital pedagogy skills.

3.3.2 To support the comprehensive professional learning plan for Transforming Learning, Education services have included costs for:

- Transforming Learning Project Manager for another year to oversee the deployment process.
- Transforming Learning Ambassador Leads - 36 class teachers released for the equivalent of 1 day a week to support the Transforming Learning rollout and professional development within their cluster (Year 1 only).
- Transforming Learning Quality Improvement Officer to oversee Project Assurance.
- 4 x Education Support Officers (overseeing and implementing Professional Learning).

Transforming Learning Ambassadors

3.4 Teachers across Fife have volunteered to be Ambassadors to support the ongoing development of Transforming Learning programme.

3.4.1 The Ambassadors are split into four working groups: Guidance & Policies, Education Software, Professional Learning and Deployment to inform decision making around various aspects of Transforming Learning. The Ambassadors are critical way to supporting the pace of change within schools that our vision represents.

Deployment Support Package

3.5 Support Timeline as follows:

Week 0	Week 3	Week 6	Week 7
Teacher deployment	Pre-learner deployment	Deployment to learners	Post-deployment support
Teachers receive 1:1 device and stage 1 of professional learning delivered by the Transforming Learning Team.	Schools receive deployment checklist.	Transforming Learning Leads support schools with 1:1 learner deployment.	Transforming Learning team visit schools to support and provide additional targeted PL.

3.5.1 To ensure that our staff and learners are supported during the rollout of Transforming Learning, we will adopt a consistent approach. Centrally created content will be used to support deployment throughout Fife.

3.5.2 Education Support Officers will be responsible for staff deployment sessions, following this up with individual school visits to provide support and professional development opportunities.

3.5.3 Deployment sessions for learners will be conducted by Transforming Learning Leads and Solutions Support Officers with the support of school staff. The Leads (detailed in section 3.3.2) are essential to meeting the deployment plan. These Leads would be from both Secondary and Primary backgrounds. Solutions Support Officers from BTS will provide technical support during deployment sessions. After deployment they will be responsible for service support particularly for our primary school and special school settings who do not have on site Technicians.

4.0 Communication Strategy

Communication Plan

- 4.1 Ongoing stakeholder engagement will involve communication with parents/carers (for example, through our parent council chair network), representatives of trade unions, technicians, business managers, school leaders, Transforming Learning ambassadors (who represent their school), teaching staff (through our regular newsletter and during deployment) and learners (prior to and during deployment).
- 4.2 Consistent communication with all stakeholders across the authority will play an important part to ensure equity of experience for all learners and their families and address digital poverty with Fife.
- 4.3 A communication plan has been devised to support schools, the Education service and families in understanding the expectations of the programme and their role in Transforming Learning.
- 4.4 The Transforming Learning Team have attended meetings held across the Education service with school leaders to share proposed plans and engage with schools around the impact of Transforming Learning. More meetings are planned if approval is given including meeting with parent council chairs in the coming weeks.

Policy and Guidance for schools

- 4.5 Extensive consultations have taken place to integrate Transforming Learning programme into the existing guidance and policies for use of digital tools within education settings. These include updating the Acceptable Usage policy for pupils and staff which outlines the expectations and responsibilities of users within the Education service provision.
- 4.6 Guidance will be provided to school leaders to support identifying and maintaining the roles and responsibilities required within their setting to successfully sustain the Transforming Learning programme in years to come. This will include account management, record keeping, device returns and stakeholder communication.
- 4.7 Communication will be shared by schools to parents and carers to make them aware of the responsibilities when using the device outside of the school settings as well as safeguards put in place such as Internet filtering. Transforming Learning will promote the use of JAMF Parent, an app that allows parents/carers to implement additional restrictions when 1:1 devices are at home. This is being looked at with the wider parent charter work that Education services are preparing.
- 4.8 Our Transforming Learning Fife website will have content and FAQs to support families. Schools will be empowered to engage with their families through content provided by the Transforming Learning Team.
- 4.9 Communication will also be provided to outline the authority's position on devices that have become damaged or those that have become lost or stolen and how families should proceed in these circumstances, including if a charge to repair the device is required. Individual schools will be empowered to take into consideration individual family circumstances when supporting these occurrences.
- 4.10 There is an expectation that the provision of 1:1 devices for all learners will support and enable schools to strengthen policies in reducing the use of mobile phones by learners in primary and secondary schools. Central messaging and guidance will be issued to support this.

5.0 Expected Outcomes and Measures

- 5.1 The potential benefits of a digital transformation programme of this kind are wide reaching and, in some regards, unpredictable. For our children and young people in Fife, the benefits will be clearly apparent and most succinctly summarised through the following areas:

Equal Access to Education

- 5.1.1 Transforming Learning gives equal access to learning resources through 1:1 devices, regardless of learner's location or socioeconomic background. This is crucial for promoting educational equity. This will be measured through quantitative data from the management software to show engagement with devices and applications.

Personalised Learning

- 5.1.2 iPads have the potential to address barriers to attainment and attendance through their provision of personalised learning experiences where learners can access content at their own pace and engage with interactive materials. Teachers can tailor learning to individual needs, fostering better outcomes, accommodating diverse learning styles and pacing, promoting a more supportive, personal education for each learner with greater personal choice. This will be measured from stakeholder feedback regarding the use of accessibility tools within the device and software platforms.

Efficiency and Organisation:

- 5.1.3 Digital tools can provide efficient organisation of resources for learners and staff. Managing textbooks and physical materials becomes simpler, reducing the physical burden on pupils and the cost to schools. The impact of the project on schools in terms of additional costs, and potential savings in terms of printing and stationery, will be monitored and evaluated as part of the project. This streamlined process enhances productivity and organisation and contributes to greater sustainability. This will be measured through engagement with Glow and Showbie platforms.

Preparation for the Future:

- 5.1.4 Transforming Learning seeks to improve outcomes for Fife learners in a digital world where proficiency with technology is essential. Equipping learners with their own devices cultivates essential digital literacy skills, empowering them to navigate, critically evaluate and responsibly utilize technology - a crucial competency in today's digital age. Long term measurement for this will include the number of learners that go on to positive destinations after leaving school and stakeholder feedback.

Collaboration and Communication:

- 5.1.5 Improved collaboration with all stakeholders will result in better outcomes for our learners. Digital devices facilitate collaboration both in and out of the classroom. This will be measured through engagement with Glow and Showbie platforms and in feedback gathered in stakeholder surveys.

Teacher Feedback:

- 5.1.6 Research shows that feedback has a significant impact on attainment. Digital devices allow for timely feedback, personalised guidance and monitoring of individual progress, leading to more effective teaching methodologies. This will be measured from practitioner feedback.

Flexibility and Mobility:

- 5.1.7 With iPads, learners can learn anytime, anywhere; these flexible learning opportunities can improve engagement for learners outside of school and could be a route back to attendance for those for whom this is a barrier. The recommendation of iPad device ensures that learners can still access content even without a Wi-Fi connection. Individual devices also serve to create a foundation for effective remote learning, ensuring continuity in education during unforeseen circumstances, such as school closures, promoting resilience and adaptability. This will be measured through quantitative data from the management software to show engagement with devices and applications around and outside the school.
- 5.2 There are anticipated benefits of learners taking devices home including increased access to devices across Fife and potential of signposting other Fife services on 1:1 devices, for example, the library services partner app the Libby app, Fife Recycling Information and Fife Sport Leisure Trust information.

Investment in staff:

- 5.3 In addition to the ongoing benefits for learners, this project is an investment in staff which supports the development of digital skills to improve efficiency and promotes innovative practice. This makes Fife an attractive employer for teaching staff, helping to retain existing experienced staff members while also bringing in professionals from other geographical locations such as other LAs without existing 1:1 provision. Staff surveys at pre and post deployment points will gather perspectives on this.

Support the Plan for Fife

- 5.4 Giving every P6-S6 pupil in Fife a 1:1 device promotes greater digital access for themselves and their families to Fife's Digital Front Door, aligning with the Education Directorate's priority for access to health and wellbeing advice and the ambitions of Fife's No Wrong Door Programme which aims to bolster digital help offers and enhance signposting at universal services including schools. 1:1 devices also address device poverty identified in Fife's Strategic Assessment Report 2024.
- 5.5 Fife's priority for leading economic recovery involves supporting Fife's young people by investing in inclusive digital innovation and skills. At the core of Transforming Learning is the need to support skill development of both our educators and our young people, equipping the former and preparing the latter for the world of work, reflecting the national Career Education Standard and adding to the Education Directorate's priority of improving positive destinations.
- 5.6 Fife's commitment to addressing climate change is also reflected in Transforming Learning as procurement engage in circular economy plans for Transforming Learning devices with intent to re-use devices within the council and sell or recycle devices at end of life.

6.0 Deployment Timelines

- 6.1 Deployment has been modelled to meet the target of all P6-S6 and all teaching staff receiving a device in Year 1. This would be faster than any other council has achieved to date with a 1:1 deployment.
- 6.1.1 The staffing outlined in sections 3.3.2 and the BTS Solutions Support Officers are fundamental to the success of the deployment.

- 6.1.2 Deployment order is based on geographical areas, starting with areas of most deprivation. Exceptions to these geographical areas are the early inclusion of Inverkeithing cluster to avoid deploying whilst they are preparing to move to the new South West Fife building.
- 6.1.3 Deployment sessions for staff will be conducted on teacher inservice days, where possible, to reduce disruption.
- 6.1.4 Learner deployment in a cluster takes place over the course of 1 or 2 weeks, depending on the size of the cluster. The exceptions to this are those deployed in December and January which are organised to prioritise least disruption for Secondary schools during a busy time.

Deployment Order

- 6.1.5 The following table indicates order of deployment in the academic year 2025/26:

Month	Staff Deployment (Clusters)	Learner Deployment (Clusters)
May	Viewforth Levenmouth	
June	Balwearie Kirkcaldy St Andrew's Inverkeithing	
August	Glenrothes Glenwood Auchmuty Beath Lochgelly Queen Anne	Viewforth St Andrew's
September		Kirkcaldy Balwearie Levenmouth Inverkeithing
October		Glenrothes
November	Bell Baxter Madras Waid Dunfermline	Glenwood Beath Auchmuty High John Fergus Lochgelly High Queen Anne High
December		Auchmuty Primary Cluster Lochgelly Primary Cluster Queen Anne Primary Cluster
January		Bell Baxter Madras Waid
February	St Columba's Woodmill	Dunfermline St Columba's
March		Woodmill

7.0 Risk

- 7.1 A project risk register has been created. Risks are reviewed regularly and being managed as part of the governance arrangements. Plans to mitigate risks have been developed and are being managed. Further outlined in the private, follow up report.
- 7.2 The main risks involved include:
- the major risk of the project is not achieving our ambition of transforming learning and teaching and our long-term goals of improving outcomes for our learners. Our mitigations include a robust professional learning plan, additional upskilling of Fife teachers through the recruitment of Ambassadors and Leads, our Transforming Learning website which will host support content for teachers and learners, support from external partners and the embedding of Transforming Learning within quality improvement processes.
 - network capacity for which budget has been approved to address,
 - providing technical support for which work is underway to ensure a straightforward reporting system and the budget covers hiring of additional staff who will focus on providing this support,
 - devices being lost, stolen or broken. Plans to mitigate this include “gold stock” budgeted for in line with recommendations from other local authorities, setting high expectations for responsible digital citizenship, providing schools with options for addressing broken devices and monitoring of breakage rates so anomalies can be addressed.

8.0 Next Steps

- 8.1 The first step is for the approval of the full Business Case for the Transforming Learning programme.
- 8.2 Begin deployment timeline in May 2025 as outlined in Section 6.0

9.0 Conclusions

- 9.1 Fife’s Education Directorate have been working towards the Transforming Learning Programme for a number of years, based upon advice in national policy. The Transforming Learning team has worked closely with local authorities and partners to shape the ambitious Transforming Learning Programme.
- 9.2 That the Transforming Learning programme will bring several benefits, namely benefits for our learners, benefits for our staff and address a wide range of Fife Council’s priorities with the long-term goal of improving attainment outcomes and positive destinations for our learners.
- 9.3 That to fully achieve the aims of the Transforming Learning programme, the comprehensive professional learning offer as outlined in section 3 is fundamental.
- 9.4 That a clear communication plan is important for all stakeholders moving forward. This will include guidance and policies for the management of Transforming Learning devices and a clearly articulated vision for the programme.

- 9.5 That software will be purchased and implemented for Fife to manage the devices and keep them secure.
- 9.6 That measures are in place to mitigate for the known risks identified outlined in the Business Case (in the private, follow up report).

List of Appendices

1. Equality Impact Assessment Summary Report
2. Timeline Overview
3. Vision for Transforming Learning

Background Papers

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

- Enhancing learning and Teaching through the use of digital technology: A digital learning and teaching strategy for Scotland.
The Scottish Government
The Scottish Government St Andrew's House Edinburgh EH1 3DG

Equality Impact Assessment Summary Report

Which Committee report does this IA relate to (specify meeting date)?

Transforming Learning Fife – Full Business Case

What are the main impacts on equality?

This programme will significantly increase equality of access to digital devices and online learning platforms for all learners across Fife and ensure consistent access high quality learning teaching experiences. It will remove digital poverty experienced by families and significantly support those learners that have been identified as benefiting from digital accessibility tools.

In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced?

The provision of 1:1 devices to all learners will ensure the economic disadvantage has been removed by the provision of a consistent device identified for high quality experiences through a range of applications. Which does not rely on a home Wi-Fi network, is also able to securely connect online to range of public Wi-Fi networks such as in Council buildings, Sports, and leisure trust facilities Community libraries.

What are the main recommendations to enhance or mitigate the impacts identified?

There are no negative impacts to mitigate in this project.

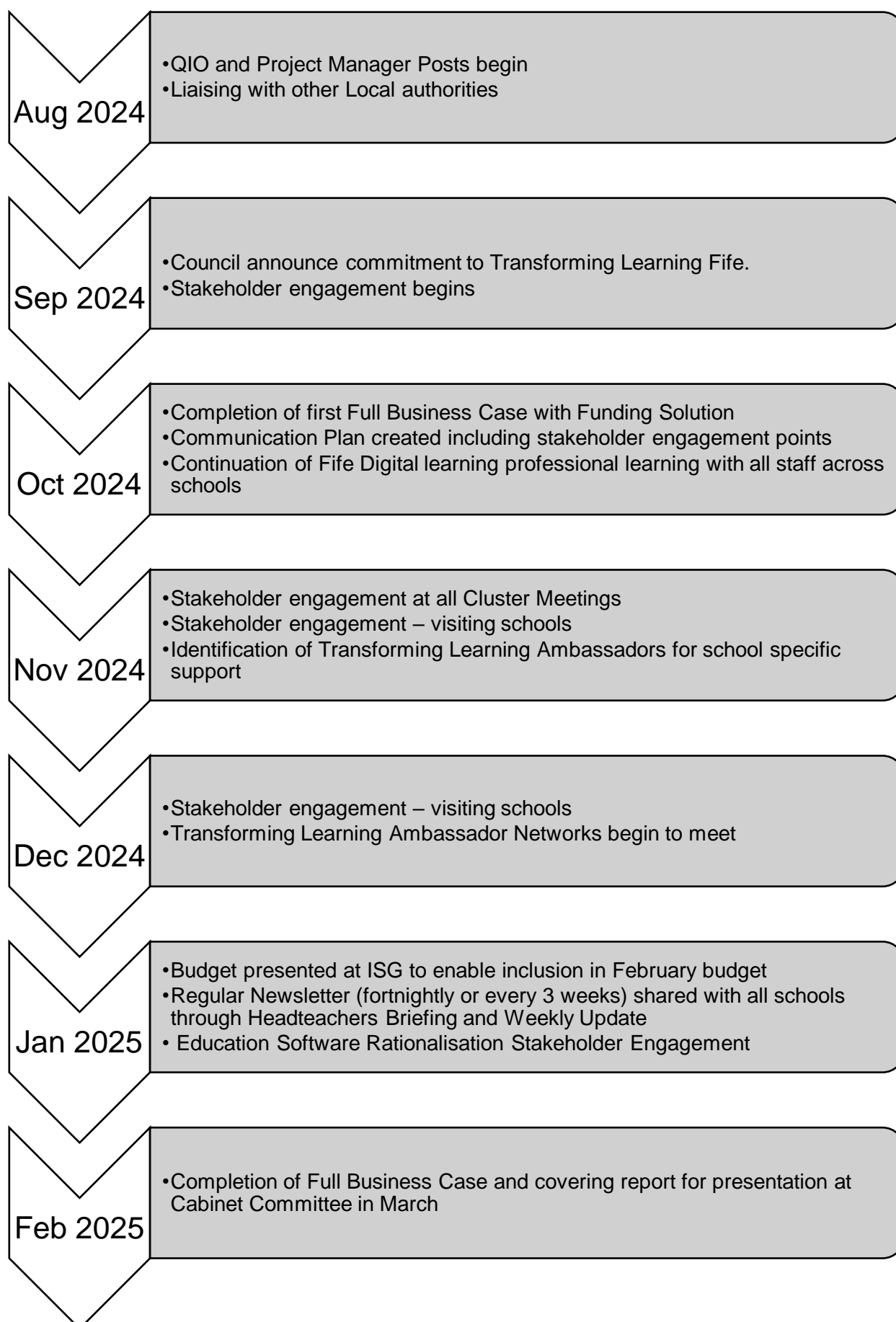
If there are no equality impacts on any of the protected characteristics, please explain.

There have been no negative impacts identified on any protected groups through this programme. Discussions raised regarding screen time, but enhanced provision does not require that these devices will be used all the time and parents will be supported to manage screen time outside of school hours if they should wish.

Further information is available from: Name / position / contact details:

Craig Martin, Quality Improvement Officer, craig.martin@fife.gov.uk

Timeline Overview



Vision for Transforming Learning

Transforming Learning Fife will provide staff and learners with digital tools to create learning and teaching which is:

- **Connected** - Being connected is a relevant context for our children and young people. The Transforming Learning programme will connect over 30,000 Fife pupils with digital tools, fostering collaboration, communication, and parental involvement, while providing seamless access to learning resources anytime, anywhere.
- **Consistent** - By ensuring equitable access to devices for all learners from P6 to S6, the programme promotes educational equity and accessibility, helping to raise attainment of learners across Fife.
- **Confident** - Our vision is to empower pupils with essential skills for life, learning, and work, helping them to become confident individuals who can succeed in a digitally driven world and preparing them for future challenges.
- **Creative** - The Transforming Learning programme unlocks creative potential, enabling personalised and innovative learning approaches that engage and motivate students, as well as enhance teacher feedback and support.

Transforming Learning Fife's vision is that every child and every teacher have the tools, skills, and support to maximise digital learning skills across the curriculum. This will enrich experiences, opportunities, and outcomes, in their widest sense, for all our learners now and in the future.