

# Environment, Transportation and Climate Change Scrutiny Committee



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

Tuesday 2 September 2025 - 10.00 a.m.

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## AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
  
In terms of Section 5 of the Code of Conduct, members are asked to declare an interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **APPOINTMENT OF CONVENER**
4. **MINUTE** – Minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 27 May 2025. 4 – 6
5. **PROPERTY FLOOD RESILIENCE GRANT - CAPITAL FUNDING** – Report by the Head of Roads & Transportation Services/ 7 – 10
6. **ROADS MAINTENANCE ANNUAL PERFORMANCE 2024/25** – Report by the Executive Director Place/ 11- 48
7. **NEW ROADS AND STREET WORKS ACT ANNUAL PERFORMANCE 2023/24** – Report by the Executive Director Place/ 49 – 63
8. **PROPERTY AND BEREAVEMENT SERVICES ANNUAL PERFORMANCE 2024/25** – Report by the Executive Director Place/ 64 - 93
9. **TRADING STANDARDS - UNDERAGE SALES, ILLICIT TOBACCO AND VAPING PRODUCTS'** – Report by the Head of Protective Services. 94 - 106
10. **UPDATE ON THE PATHWAY TO NET ZERO** – Report by the Head of Property Services. 107 – 111
11. **2024/25 REVENUE PROVISIONAL OUTTURN** – Report by the Head of Finance. 112 – 115
12. **2024/25 CAPITAL PROVISIONAL OUTTURN** – Report by the Head of Finance. 116 – 121
13. **2025/26 REVENUE PROJECTED OUTTURN - JUNE** – Report by the Head of Finance. 122 – 126
14. **2025/26 CAPITAL PROJECTED OUTTURN - JUNE** – Report by the Head of Finance. 127 – 131

**15. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY  
COMMITTEE FORWARD WORK PROGRAMME – Report by the Executive  
Director Finance & Corporate Services.**

132 - 140

**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.**

Lindsay Thomson  
Head of Legal and Democratic Services  
Finance and Corporate Services

Fife House  
North Street  
Glenrothes  
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26 August, 2025

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

**THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE  
SCRUTINY COMMITTEE – BLENDED MEETING**

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

**27 May 2025**

**10.00 am – 11.15 am**

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Lynn Ballantyne-Wardlaw (substituting for Ken Caldwell), Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Gavin Ellis, Jean Hall-Muir, Judy Hamilton, Andy Jackson, Nicola Patrick, Darren Watt and Daniel Wilson.

**ATTENDING:** John Mitchell, Head of Roads and Transportation Services, Susan Keenlyside, Service Manager (Sustainable Transport and Parking), Sara Wilson, Service Manager (Roads Network Management), Allan Maclean, Lead Consultant (Sustainable Traffic and Travel) and Holly Hunter, Active Travel Senior Project Officer, Roads and Transportation Services; Ross Spalding, Service Manager (Climate Change and Zero Waste), Planning Services; Janet Mackenzie, Environmental Strategy Officer, Environment and Building Services; Nigel Kerr, Head of Protective Services, Lisa McCann, Service Manager (Food and Workplace Safety), Kenny Bisset, Lead Officer (Public Protection), Protective Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR  
ABSENCE:** Councillor Ken Caldwell.

**138. DECLARATIONS OF INTEREST**

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

**139. MINUTE**

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 25 March 2025.

**Decision**

The committee approved the minute.

**140. DRAFT ACTIVE TRAVEL STRATEGY AND ACTION PLAN**

The committee considered a report by the Head of Roads and Transportation Services presenting the final draft of the Active Travel Strategy and Action Plan (ATSAP) for Fife 2025-2035 for review.

**Decision**

The committee:-

- (1) noted the contents and approach within the draft final Active travel Strategy and Action Plan 2025-2035, as detailed in Appendix 1; and
- (2) delegated to the Head of Roads and Transportation Services to make any minor amendments prior to consideration by Cabinet Committee.

*Councillor Ellis left the meeting during consideration of the above item.*

**141. FIFE'S ROAD CONDITION REPORT 2024**

The committee considered a report by the Head of Roads and Transportation Services relating to the results of the 2022-24 Scottish Road Maintenance Condition Survey (SRMCS) and the anticipated road condition from future roads capital budget allocations.

**Decision**

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

*Councillor Hamilton joined the meeting during consideration of the above item.*

**142. REVIEW OF ZERO WASTE FIFE - RESOURCES STRATEGY AND ACTION PLAN 2018-2028**

The committee considered a report by the Head of Planning Services setting out the plan for reviewing the Zero Waste Fife - Resources Strategy and Action Plan 2018 - 2028 (Zero Waste Review) providing the rationale for review, including an outline of national policies that had been announced recently that would influence future council strategy and decisions.

**Decision**

The committee:-

- (1) considered the rationale for reviewing the Zero Waste Fife - Resources Strategy and Action Plan (Zero Waste Review), noting national policy announcements due to be in place by 2028 and expected to influence policy and decision making; and
- (2) agreed the process and timescales for the Zero Waste Review.

*Councillor Liston left the meeting prior to consideration of the following item. In the absence of the Convener and Depute Convener, Councillor Patrick was appointed to chair the remainder of the meeting.*

**143. ENVIRONMENTAL HEALTH (FOOD AND WORKPLACE SAFETY) SERVICE DELIVERY PLAN 2025-26**

The committee considered a report by the Head of Protective Services relating to the statutory requirements and advising of the primary areas of regulatory activity

undertaken and pressures faced by the Environmental Health (Food and Workplace Safety) Team.

**Decision**

The committee considered and noted the content of the report.

**144. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY SAFETY COMMITTEE - ANNUAL REPORT 2024**

The committee considered a report by the Head of Protective Services advising of the findings of the latest 2024 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

**Decision**

The committee:-

- (1) noted the contents of the report, in particular, the large reduction in complaints following investment in improvement technologies at the complex;
- (2) noted the new noise and air quality monitoring arrangements introduced around the complex;
- (3) provided feedback on additional information which could be included in future annual general reports ; and
- (4) noted that a report would also be submitted to Cowdenbeath, Kirkcaldy and South and West Fife Area Committees for their information.

**145. ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the forward work programme for future meetings of the committee.

**Decision**

The committee noted the contents of the forward work programme.

2 September 2025  
Agenda Item No. 5

## Property Flood Resilience Grant Update

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

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Wards Affected: All

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### Purpose

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The purpose of this report is to update committee on the Property Flood Resilience Grant.

### Recommendation(s)

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It is recommended that the committee scrutinise the information detailed within this report.

### Resource Implications

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On 22 February 2024, Fife Council approved a £0.5m capital investment for a grant to assist residents severely impacted by flooding, with a cap of £5k per property (Agenda item No. 3(d)).

In financial year 2024/25, grant funding of £190,223 was allocated to 58 applicants and the remaining £309,777 of grant was unallocated.

On 20 February 2025, Fife Council approved that the remaining £309,777 of funding be rolled over into financial year 25/26, to support property owners affected by or at risk of flooding.

The assessment of applications is managed by existing Roads and Transportation Services' staff with support from Revenue and Commercial Services.

### Legal & Risk Implications

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The grant funding for resilience measures will help enhance community preparedness by transitioning from a reactive to a proactive approach. This will reduce reliance on council resources and reinforce the council's commitment to supporting communities at risk of flooding.

### Impact Assessment

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

## Consultation

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There has been consultation with Financial Services and Legal Services in developing this report.

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### 1.0 Background

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- 1.1 In March 2024, Fife Council published the Climate Fife Strategy and Action Plan. The strategy identifies the need for communities to become more resilient against the effects of climate change, including flooding.
- 1.2 In recent years, Fife has experienced a number of extreme weather events. In the past four years, approximately 1300 flooding issues have been reported to properties, businesses and roads.
- 1.3 In developing the grant, consideration was given to the most appropriate process, the level of grant award, the level of flood risk to an area and the grant application process.
- 1.4 Consultation with other local authorities highlighted different approaches to flood protection. Some bulk purchased materials where applicants could then purchase them from the authority at 'cost'. Some committed to the purchase and supply model on behalf of the applicant; however, the applicant was still required to install them at their own cost. With these two approaches, there is a risk that the authority could be liable for faulty materials or installation complications. Other local authorities provided a direct grant to property owners to purchase and supply their own materials. This grant approach removes liability of faulty materials or poor installation onto the authority.
- 1.5 The Scottish Flood Forum is the independent charitable organisation funded by the Scottish Government to support individuals and communities at risk to or affected by flooding. They offer support mechanisms and advice which includes site-specific property assessments, informing the property owner of the most appropriate measures to implement to minimise the risk of flooding. Roads and Transportation Services has consulted with the Scottish Flood Forum to ensure a consistent approach for applicants.
- 1.6 The Grant offers a key link in providing equitable opportunities to both private and business owners affected by flooding by enhancing accessibility to flood resilience measures.
- 1.7 On 4th April 2024 Fife Council Cabinet Committee approved the process for implementing the Property Flood Resilience Grant.

## The Grant Process

1.8 The Grant Process is summarised below:

- a. Applicants contact Fife Council via phone, email, web or letter to commence the application process.
- b. Applicants, with assistance from Fife Council, complete and submit an application, including supporting information of:
  - Property flood history and risk of flooding.
  - Scottish Flood Forum property assessment report
  - Works quotation
  - Completed application, including signed terms and conditions.
- c. Fife Council assess the application and notify applicant of level of funding award.
- d. Fife Council issue the applicant with the funding award (up to £5k).
- e. Fife Council inspect the completed works to ensure compliance.

1.9 As part of the process, the applicant is encouraged to contact the Scottish Flood Forum to request a property flood assessment report. This can then be taken to a contractor to provide a quotation for the works. Alternatively, they can cost themselves with supporting evidence. This should then be provided to Fife Council in support of their application to determine the level of grant funding

1.10 At the time of writing this report, 206 applications had been received. A breakdown of applications is listed in the table below.

Stage	Num	%
Successful	74	36%
Seeking suitable Contractor	59	29%
Awaiting further information	29	14%
Did not meet screening criteria	44	21%

1.11 Of the successful applications, officers are progressing inspections and confirming with property owners that their property flood resilience measures are in accordance with applications.

1.12 It is noted that there is a market pressure on contractors with the skills necessary to install Property Flood Resilience Measures.

1.13 Those applicants that did not meet the screening criteria (21%) were discounted for various reasons, including lack of evidence of flooding to property.

## 2.0 Issues and Options

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- 2.1 Roads & Transportation Services officers consulted with the Scottish Flood Forum and from that shared a list of reputable contractors with all applicants. They also continue to offer support and assistance to applicants.
- 2.2 Despite this, some applicants (29%) have encountered difficulties in sourcing a suitably qualified contractor to install the property flood resilience measures.
- 2.3 To encourage new applications, the grant will be further promoted through press releases and social media as well as maintaining engagement with the Scottish Flood Forum.

## 3.0 Conclusions

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- 3.1 The Property Flood Resilience Grant offers property owners the opportunity to fund measures to help them protect their property during extreme weather events.
- 3.2 To continue progressing the grant, officers will continue to:
  - a. Assess completed works
  - b. Support applicants who encounter contractor challenges.
  - c. Promote and encourage fresh applicants to apply for the property flood resilience grant.

## Background Papers

22 June 2023 - Fife Council – item 9 - [Public Agenda Pack 22 June 2023 \(fife.gov.uk\)](https://www.fife.gov.uk/resources/download-document-sharepoint?siteId=b0a16c14-7250-44ae-86f0-8e50f76efb3c&listId=84f0c2e2-9406-43dc-b9c5-367fa62fed43&listItemId=82762)

22 February 2024 – Fife Council - item 3(c) - [Agenda Pack for Fife Council 22 February 2024](https://www.fife.gov.uk/resources/download-document-sharepoint?siteId=b0a16c14-7250-44ae-86f0-8e50f76efb3c&listId=84f0c2e2-9406-43dc-b9c5-367fa62fed43&listItemId=83336)

4th April 2024, The Fife Council Cabinet Committee – Item 6

<https://www.fife.gov.uk/resources/download-document-sharepoint?siteId=b0a16c14-7250-44ae-86f0-8e50f76efb3c&listId=84f0c2e2-9406-43dc-b9c5-367fa62fed43&listItemId=82762>

20<sup>th</sup> February Fife Council Committee – Item 3

<https://www.fife.gov.uk/resources/download-document-sharepoint?siteId=b0a16c14-7250-44ae-86f0-8e50f76efb3c&listId=84f0c2e2-9406-43dc-b9c5-367fa62fed43&listItemId=83336>

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2 September 2025

Agenda Item No. 6

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## Road Maintenance Annual Performance Report 2024-25

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**Report by:** John Mitchell, Head of Roads & Transportation Services

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**Wards Affected:** All

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**Purpose:**

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The purpose of this report is to present the Road Performance Report for the 2024/25 financial year and to highlight a range of digital enhancements supporting service delivery.

**Recommendation**

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The Committee is asked to scrutinise the Road Maintenance Annual Performance Report and activity as outlined in this report.

**Resource Implications**

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There are no additional resource implications as a result of this report.

**Legal & Risk Implications**

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Fife Council, as the Roads Authority, has a duty under the Roads (Scotland) Act 1984 for the inspection of the road assets to identify defects, commission repairs and defend against civil liability claims brought against the Council.

**Impact Assessment**

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An Equalities Impact Assessment and a Fife Environmental Assessment Tool (FEAT) are not required because the report does not propose a change or revision to existing policies and practices.

**Consultation**

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Risk Management and Finance were consulted in the preparation of this report.

## 1.0 Background

On the 24<sup>th</sup> of October 2019, the Economy, Tourism, Strategic Planning & Transportation Committee (2019 ETSPT para 104 refers) approved the Road Asset Condition Inspections – Policy & Standards. On the 1<sup>st</sup> of April 2020, Fife Council implemented the risk-based approach (RBA) to inspections, detailed in the progress report of the 25<sup>th</sup> of November 2021 (2021 ETSPT Agenda Item 6 refers). The RBA approach utilises available financial resources at key priority locations.

## 2.0 Scrutiny Areas

2.1 This Committee requested an update of the following areas of service delivery:

- (i) Current Policy
- (ii) Pothole Repairs by Committee Areas, including response time
- (iii) Staff and Financial Resources
- (iv) Staff Training
- (v) Third Party Claims
- (vi) Digital Service Improvements

### 2.2 Current Policy

The Fife Council approved policy, Road Asset Condition Inspections – Policy & Standards (RACIPS), is shown in Appendix 1. As part of the approved policy, RACIPS is reviewed every 3 years to ensure that any changes to the network are considered, including repair targets, available budget, and in-house delivery capabilities.

### 2.3 Pothole Repairs

2.3.1 As detailed in Table 1 below, the number of pothole and patching repairs continued to increase across Fife in 2024-25 when compared to previous financial years, with 12,259 repairs representing a 33.45% increase on 2022-23 and a 5.87% increase on 2023-24.

Area Committee	22/23 Number Repaired	23/24 Number Repaired	24/25 Number Repaired
City of Dunfermline	916	1494	1108
Cowdenbeath	759	899	1078
Glenrothes	882	1267	1266
Kirkcaldy	597	1008	839
Levenmouth	668	683	1060
North East Fife	4266	4481	5468
South & West Fife	1098	1747	1440
Total	9186	11579	12259

**Table 1.**

2.3.2 As detailed in Table 2 below, the area of carriageway treated followed a similar trend to Table 1, with 93,713sqm in 2024-25 representing a 65.63% increase when compared to 2022-23 and a 29.92% increase when compared to 2023-24.

Area Committee	22/23 Sqm Repaired	23/24 Sqm Repaired	24/25 Sqm Repaired
City of Dunfermline	6545	11161	10037
Cowdenbeath	4474	7907	14743
Glenrothes	2081	7655	8778
Kirkcaldy	2152	6978	4137
Levenmouth	3052	5276	5805
North East Fife	30658	15321	28706
South & West Fife	7617	17831	21507
Total	56579	72129	93713

**Table 2.**

2.3.3 Larger permanent programmed patching work is carried out to address P3 and P4 defects identified by the inspection team to address safety risks, areas of deterioration, and to prevent further issues. Patches are larger than the usual pothole repair, i.e., greater than 1 square metre. This approach is more cost-effective and efficient in terms of budget and resources. Treating all defects at the same time is preferred by the public and provides an opportunity to significantly improve road conditions, reducing the likelihood of future failures by minimising the number of joints.

2.3.4 As shown in Table 3 below, a total of 12,259 road defects were repaired in 2024/25, representing a 33.45% increase from 9,186 in 2022/23 and a 5.87% increase from 11,579 in 2023/24. This rise reflects the additional resources allocated to this area within Roads & Transportation Services. Repairs are prioritised based on severity, ranging from emergency to permanent solutions. This approach ensures timely intervention, helps prevent a backlog of repairs, and supports the continued safety of road users.

Fife Wide (All Area Committees)								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired (as of 20/05/2024)		% Completed within Target Timescales
P1	187	66.3%	P1	301	67.4%	P1	148	81.8%
P2	4342	69.3%	P2	6304	59.3%	P2	7856	91.8%
P3	4022	69.0%	P3	2956	72.4%	P3	2947	68.1%
P4	635	94.2%	P4	2018	99.8%	P4	1308	94.6%
Total	9186		Total	11579		Total	12259	

**Table 3.** Note: Target timescales: P1 – 99%, P2 to P4 – 95%

- 2.3.5 Performance has improved in addressing P1 and P2 safety defects within target timescales. These timescales will continue to be closely monitored throughout 2025/26, with ongoing management efforts focused on achieving the desired performance standards.
- 2.3.6 At 1st April 2025, there were 2,253 outstanding road defects measuring a combined area of 47,512sqm across Fife's 2500km adopted road network scheduled for repair. Table 4 refers.

Fife Wide (All Area Committees)		
Outstanding Repairs (at 01/04/2025)		
Priority	Count	Sqm
P1	2	2
P2	95	153
P3	1373	20005
P4	783	27353
Total	2253	47512

**Table 4.**

Appendix 2. highlights repair statistics split by Committee Area.

## 2.4 Staff & Financial Resources

- 2.4.1 Table 5 outlines the revenue budget allocation for structural repairs for 2024/25. The revenue budget is allocated to areas with the most urgent needs whilst considering customer needs and expectations, by balancing activities to reflect locations and best value. This budget is distinct from the capital investment, which is managed in consultation with elected members at the Committee area level as part of the Area Roads Programme.

Activity	Revenue Budget Allocation
Carriageway Patching P3/P4	£4.38m
Carriageway Patching P1/P2	£1.1m
Planned Patching Programmes	£0.4m
Velocity Patching	£0.4m
Small Planned Patching Programmes	£0.05m
Surface Treatments	£1.05m
Footway Patching P1-P4	£0.39m
Kerbing	£0.02m
Planned Footway Patching Programmes	£0.08m
Accessibility & Community Improvements	£0.04m

**Table 5.**

## 2.5 Staff Training

2.5.1 To ensure a consistent approach to road inspections, Technical Inspectors are trained through the “The Institute of Highway Engineers Training and Certification, SCOTS (Scottish Collaboration of Transportation Specialists Risk Based Approach to Inspections” and Scottish Vocational Qualifications, which are ‘competency based.’

2.5.2 Operational training and updates are delivered through fortnightly meetings, which provide a forum to review specific issues, address on-site challenges, and promote collaboration across the Service and wider Council. These sessions are focused on ensuring inspections are carried out successfully, consistently, and to a high standard.

## 2.6 Third Party Claims

2.6.1 To maintain a safe road network it is essential that a robust inspection and repair regime is maintained to reduce risks and third-party claims. The level of third-party claims relating to carriageways from 2021/22 to 2024/25 is detailed in Table 5 below. 192 claims received in 2024/25 marks a 53.9% reduction on 2023/24 and the lowest level over the past 4 years, reflecting the increased investment in planned P3 and P4 patching and timely P1 and P2 safety repairs.

Financial Year	No. of Third-Party Claims relating to carriageways received	No. of Third-Party Claims relating to carriageways settled	Repudiation %
2021 - 22	290	25	91.38%
2022 - 23	342	52	84.8%
2023 - 24	417	81	80.58%
2024 – 25	192	30	84.38%

**Table 5.**

2.6.2 The level of third-party claims relating to footways from 2021/22 to 2024/25 is detailed in Table 6 below and follows a similar trend to that of carriageways, with 22 claims received in 2024/25 representing the lowest level over the past 4 years

Financial Year	No. of Third-Party Claims relating to footways received	No. of Third-Party Claims relating to footways settled	Repudiation %
2021 - 22	28	6	78.57%
2022 - 23	41	10	75.6%
2023 - 24	34	11	67.64%
2024 – 25	22	0	100%

**Table 6.**

## 2.7 Digital Service Improvements

2.7.1 As part of the Service’s ongoing digital transformation, potholes reported via the

Council's online fault reporting forms now automatically synchronise between its Customer Relationship Management system (Lagan) and Asset Management system (Alloy). This digital enhancement supports the Council's broader commitment to modernising services and delivering high-quality outcomes for road users.

- 2.7.2 This synchronisation has significantly improved efficiency within the Technical Inspection team, reducing time spent on administrative tasks and allowing more focus on routine and ad-hoc inspections. Key improvements to service delivery include faster response times, enhanced tracking and reporting, and a significantly enhanced customer experience overall.
- 2.7.3 Following inspection, customers now receive real-time automated emails providing details on the assigned priority level and target repair date for their reported pothole. A follow-up email is also sent upon completion of the repair, keeping customers informed throughout the process.
- 2.7.4 Customers now have the option to subscribe for updates to an existing case, rather than re-reporting a known pothole that is already scheduled for repair, which will reduce unnecessary reporting and support a more efficient and responsive service. This functionality is still in its early stages, with 148 customers opting to receive updates during the three-month period from 1st May to 29th July 2025.
- 2.7.5 Greater reliability and accuracy of data resulting from the synchronisation of Lagan and Alloy is assisting the Service with developing programmes of work via its Pavement Management System in terms of identifying resurfacing schemes and suitable treatment types.
- 2.7.6 While the digital enhancements to date have primarily focused on pothole reporting, the Service is actively working to expand the capabilities of its Asset Management and Customer Relationship Management systems. Future developments will incorporate other key maintenance activities such as gully cleansing, road markings, signage, and street furniture. These enhancements aim to further improve service delivery and strengthen communication with customers across a broader range of activities.

## **3.0 Conclusions**

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- 3.1 Roads & Transportation Services operate a robust inspection regime, and emergency response functions which allows the Council to address liability claims.
- 3.2 Resources within Roads & Transportation Services can fluctuate, increasing the requirement for ongoing training.
- 3.3 The issue of road maintenance performance and road defects is a common theme across the UK road network. Given pressures on available budgets it has been acknowledged across Scotland that a Risk Based Approach to road maintenance is the best use of scarce resources.
- 3.4 Roads & Transportation Services must continue to develop digital solutions to assist with modernising Service delivery.

## List of Appendices

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1. Appendix 1 - Road Asset Condition Inspections – Policy & Standards
2. Appendix 2 - Pothole and Patching Repairs 2024-25

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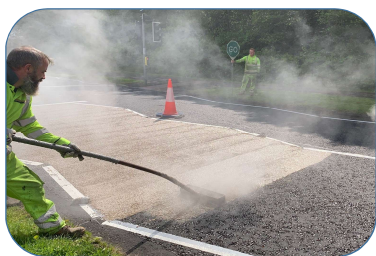
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# Road Asset Condition Inspections – Policy & Standards



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**Approved by the Economy, Tourism, Strategic Planning &  
Transportation Committee for Implementation from 1 April 2020**

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## 1.0 Introduction

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The Roads (Scotland) Act 1984 states, "... a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them ..."

### 1.1 Background

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Fife Council's Road Asset Condition Inspections – Policy & Standards (RACIPS) has been developed with the aim of providing operational guidance to officers involved in managing road condition inspections. RACIPS promotes a consistent, systematic approach that recommends the frequency of inspections as well as the method of assessing, recording and responding to defects in the road asset. RACIPS is based on a strategy template produced by the Society of Chief Officers for Transportation in Scotland (SCOTS) and is aligned with their '*Risk Based Approach*' guidance.

'Well-Managed Highway Infrastructure: A Code of Practice'<sup>1</sup> contains recommendations for inspections of all road elements. This national *Code of Practice* states that roads authorities should adopt a *Risk Based Approach* to all aspects of road maintenance. A *Risk Based Approach* is also recommended by the Institute of Highway Engineers in their guidance, 'Well Managed Highway Liability Risk'<sup>2</sup>.

In this context, RACIPS is specifically for road condition inspections. In accordance with the *Code of Practice*, an effective regime of safety inspections is a crucial component of road maintenance and makes the following reference to consistency:

"To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies."

SCOTS seeks to encourage the benefits that will be gained by harmonising safety inspection procedures across Scotland. Fife Council's RACIPS has therefore been developed in partnership with the Scottish Roads Authorities associated through SCOTS.

Officers across all Scottish Local Authorities recognise that Councils are currently faced with delivering services within an environment of increasing fiscal austerity and are aware

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<sup>1</sup> 'Well-Managed Highway Infrastructure: A Code of Practice', UKRLG, October 2016

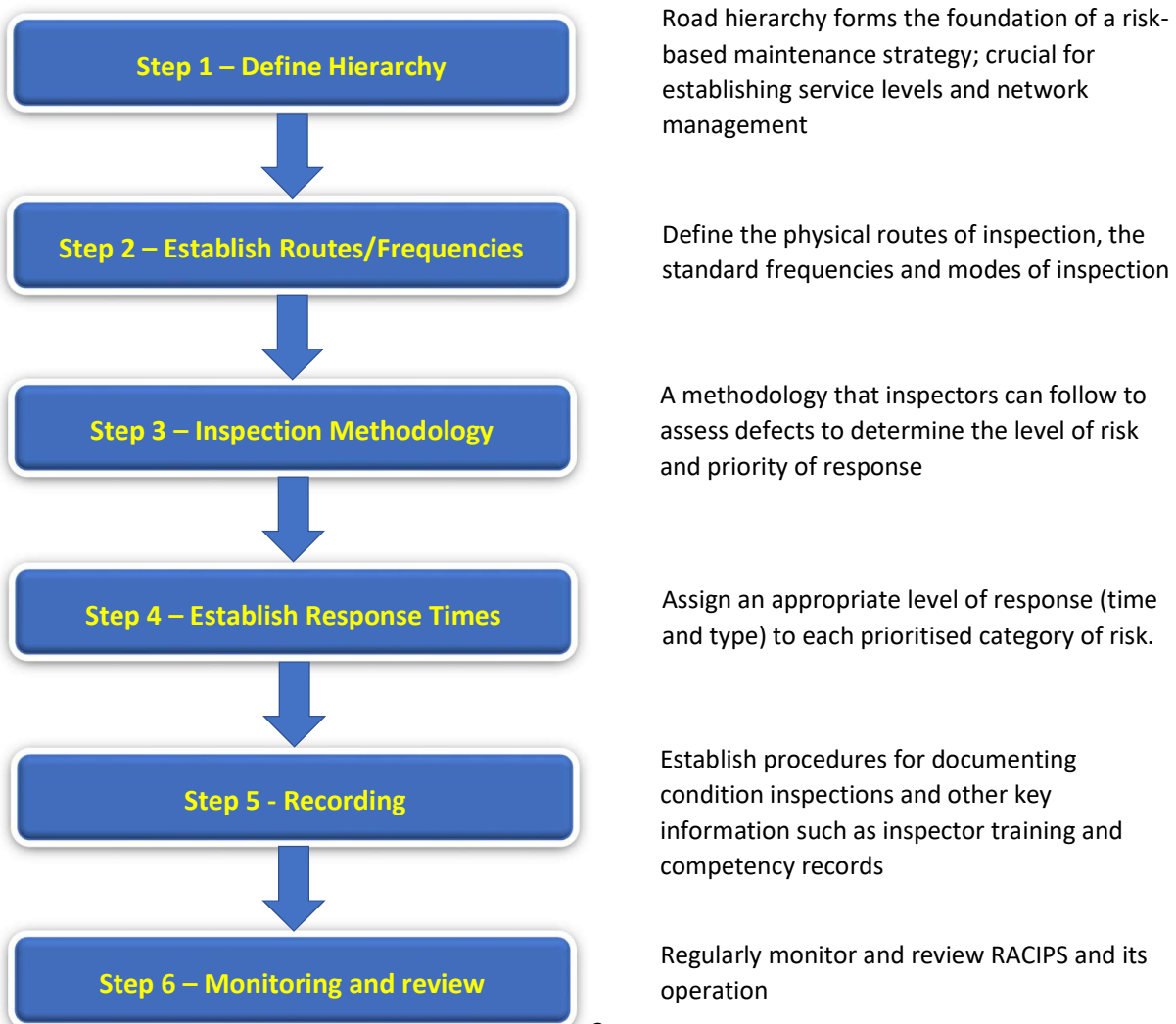
<sup>2</sup> 'Well Managed Highway Liability Risk', IHE, March 2017

of the benefits that can be achieved through a common approach; following the principles of 'Well-Managed Highway Infrastructure'. RACIPS will provide a consistent methodology for the management of the safety of Fife's road asset, while also focusing on delivering a proactive programme of permanent repairs.

The adoption of the *Code of Practice* hierarchy and common SCOTS inspection methodology should, while allowing for management of hierarchies with regard to local circumstances, enable a high degree of continuity of safety and serviceability between neighbouring authorities.

## 1.2 Process Overview

SCOTS formed a focus group to develop *Risk Based Approach* documentation. The rationale for producing it and the approach taken by Fife Council to develop RACIPS is contained in their 'SCOTS Rationale for Risk Based Approach to RAM Guidance'. RACIPS requires key steps to be followed to ensure alignment with the *Risk Based Approach*:



## 2.0 Network Hierarchy

The *Code of Practice* indicates that designating a road network hierarchy is the foundation of a risk-based maintenance strategy and is crucial for establishing a commensurate hierarchy of service levels. The hierarchies are based upon those given in the *Code of Practice* and are detailed in the following tables:

### 2.1 Carriageway Hierarchy

**Table 1 – Carriageway Categories**

Category	Hierarchy	Description
1	Strategic Route	Routes for fast-moving long-distance traffic with little frontage access or pedestrian traffic. Speed limits generally more than 40mph with few junctions.  Parked vehicles are generally not encountered out with urban areas.
2	Main Distributor	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3	Secondary Distributor	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.  In rural areas these roads link the larger villages, bus routes and LGV generators to the Strategic and Main Distributor Network.
4	Link Road	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking.  In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
5	Local Access / Minor Road	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs.  In urban areas they are often residential loop roads or cul-de-sacs.

In addition, the following should also be taken into consideration:

- character and volume of traffic;
- current usage and proposed usage;
- routes to important local facilities and to the strategic network;
- designation as a traffic sensitive route;
- accident and other risk assessment;
- potential for use as a diversion route;
- special characteristic of certain assets, e.g. historic structures;
- access to schools, hospitals and medical centres;
- vulnerable users or people with special needs, elderly people's homes etc; and
- ceremonial routes and special events.

## 2.2 Footway Hierarchy

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**Table 2 – Footway Categories**

Category	Hierarchy	Description
1	Prestige Walking Zones	Very busy areas of town centres with high public space and Street-scene contribution.
2	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes, including links to significant public transport locations.
3	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
4	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
5	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
6	Minor Footways	Little used footways serving very limited numbers of properties.

In addition, the following should also be taken into consideration:

- pedestrian volume,
- distribution of the population, proximity of establishments attracting high numbers of specific groups of pedestrians,
- current usage and proposed usage,
- accidents and other risk assessments, and
- contribution to the quality of public space and street scene,
- character and traffic use of adjoining carriageway.

## 2.3 Cycle Route Hierarchy

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**Table 3 – Cycleway Categories**

Category	Description
1	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic but allowing cycle access).
2	Cycle track - a designated route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
3	Cycle trails, leisure routes through open spaces, remote from carriageway or footway / path where on the list of public roads.

## 2.4 Road Network Assessment

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It is important that the road network categorisation also reflects the needs, priorities and actual use of the network and infrastructure assets.

SCOTS recommends that roads authorities use a focus group, whose officers are assessed to be appropriately experienced and competent, to assist with the review of the road network against the hierarchy categories. In Fife, the focus group is chaired by the Service Manager (Roads Network Management).

Built on top of this foundation hierarchy, the focus group considers the National Street Gazetteer (NSG) and related information such as traffic sensitivity, special engineering difficulties, etc. Consideration should also be given to additional information relevant for each asset functional hierarchy; example data that can be utilised is:

- Traffic levels (e.g. vehicles, vehicle types, footfall, cyclists, etc)
- Major shopping areas
- Industrial estates
- Emergency service stations
- Cross boundary links to adjacent networks
- Transportation hubs (e.g. bus/train stations, airports, ports, etc)
- Business parks
- Areas of socio-economic development
- Military bases
- User type (e.g. vulnerable users, tourism)

## 2.5 Review of Road Categories

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Road networks are dynamic, therefore road categories should be regularly reviewed taking account of changes in the network as it evolves to ensure that assigned categories remain relevant.

As recommended in the *Code of Practice*, network hierarchies will be reviewed to reflect changes in network characteristics and functionality.

- An annual review will be undertaken for any major changes, such as a major new development, decommissioning of a site or change to functionality of a location (e.g. Industrial estate that is being redeveloped into residential properties).
- Additionally, a more detailed review of functional hierarchies will be undertaken every 3 years.

Review of the road network against the hierarchy categories is undertaken by appropriately experienced and competent officers from Roads & Transportation Services.

## 3.0 Condition Inspections

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Condition inspections should be carried out following routes designed to ensure inspection intervals address the varied levels of risk throughout the entire network.

### 3.1 Definition of Terms

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- Frequency of Inspection – **Monthly** indicates that twelve regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Quarterly** indicates that four regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Six-Monthly** indicates that two regular spaced inspections will be carried out per year.
- Frequency of Inspection – **Annual** indicates that one regular spaced inspection will be carried out per year.
- **Due Date** is the programmed date of an inspection

### 3.2 Frequencies

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Fife Council is adopting the following frequencies for condition inspections based upon the reasonable distribution of resources to address level of risk:

**Table 4      Frequency of Inspection – Carriageways**

Category	Hierarchy Description	Frequency
1	Strategic Route	Monthly
2	Main Distributor	
3	Secondary Distributor	
4	Link Road	Quarterly
5	Local Access / Minor Road	Annually



**Table 5 Frequency of Inspection – Footways & Footpaths**

Category	Category Name	Frequency
1	Prestige Walking Zones	Monthly
2	Primary Walking Routes	
3	Secondary Walking Routes	
4	Link Footways / Footpaths	Annually
5	Local Access Footways / Footpaths	
6	Minor Footways	

**Table 6 Frequency of Inspections – Cycleways**

Category	Frequency
1	As for adjacent road
2	Six Monthly or per Table 5, whichever is more frequent
3	Annually

The frequency of inspections contained within Tables 4 to 6 above represents a starting point that is based on hierarchy alone. In accordance with the *Code of Practice*, and subject to risk assessment, individual sections of the road network may be inspected at a different frequency taking account of local influences. The following considerations may be among those contemplated when considering such changes:

- Type of asset
- Prevalence of safety-critical assets
- Consequences of failure
- Use, characteristics and trends
- Incident and inspection history
- Characteristics of adjoining network elements
- The approach of adjoining Roads Authorities
- Wider policy and operational considerations

All road condition inspections will be carried out to the recommended frequencies detailed within Tables 4 to 6 and should be completed within the tolerances shown in Table 7.

**Table 7 – Inspection Tolerances**

Frequency of Inspection	Inspection Tolerances
Monthly	± 5 working days of the Due Date
Quarterly	± 10 working days of the Due Date
Six Monthly	± 15 working days of the Due Date
Annual	± 20 working days of the Due Date

### 3.3 Routes

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Inspection routes are determined either manually, by using an optimisation tool, or a through a combination of both. For example, routes may be formulated initially by using an appropriate optimisation tool and then manually sense-checked to take account of local constraints and needs. Ideally, routes that can be shared with other functions that are linked to hierarchy should be considered e.g. winter maintenance routes.

### 3.4 Contingencies and Alterations to the Inspection Programme

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Due to the nature of the weather in Scotland it is probable that the road surface will be wet with some elements of standing or running water whilst an inspection is in progress. However, if the quantity of water is excessive then the inspection should be cancelled and the circumstances and justification documented.

If an inspection Due Date falls during an extended period of absence e.g. inspector holiday or illness, then the inspection should be allocated to another suitably experienced member of staff who has the capacity to undertake the inspection.

If and for reasons beyond the control of Fife Council (e.g. substantial snow fall), any inspection cannot be carried out in compliance with Table 7, the viability of the inspection being undertaken, taking into account the availability of staff and the prevailing weather conditions, shall be decided upon and the decision documented.

As soon as reasonably practicable following the above events, a deferred programmed inspection should be carried out on the affected length of road.

- Where a monthly inspection is more than 2 weeks late due then the programmed inspection will be missed, and the cycle resumed at the next due inspection date.
- Where substantial unavoidable delays are incurred to other inspection frequencies the manager may assess the impact and adjust the programme.
- A record must be kept of change decisions and reasons for them.

### 3.5 Inspection Methodology

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Road condition inspections are designed to identify defects likely to cause a hazard or serious inconvenience to users of the network or the wider community. Such defects include those that require urgent attention as well as those where the locations and sizes are such that longer periods of response are appropriate.

The inspection regime forms a key aspect of Fife Council's strategy for managing liability and risk. Planned, cyclic inspections are carried out to identify defects which are hazardous (to any road user including drivers, pedestrians, equestrians and cyclists) so that an effective repair can be carried out within a predetermined response time.

The specified frequency of these inspections is dependent upon the **hierarchy category** of each section of road and the overall level of risk associated with each category.

During inspections, observed defects that present a foreseeable risk to users will be recorded and processed for repair as appropriate following the methodology detailed in the 'Risk Management Process' section of this document. Assessing the degree of risk is crucial in determining the nature and speed of response and judgement will always need to take account of circumstances. For example, the degree of risk from a surface defect depends upon not only its depth but also its surface area, its location in relation to traffic and the usage of the road or footway.

The objectives of road condition inspections:

- Minimise the risk of injury and disruption to road users as far as is reasonably practicable,
- Deliver a consistent, commensurate response to identified defects, taking account of available resources,
- Maintain accurate and comprehensive records of inspections and response, and
- Provide a clear, accurate and comprehensive response to claims.

### 3.6 Items for Inspection

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The following are examples of types of defect which, when identified, should be risk-assessed to determine if a repair is required.

#### **Carriageways**

- Surface defects
- Abrupt level differences in running surface
- Edge deterioration of the running surface

- Excessive standing water, water discharging onto and / or flowing across the road
- Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
- Debris and/or spillages likely to be a hazard
- Missing road studs
- Badly worn Stop, Give Way, double continuous white line or markings associated with traffic regulation orders
- Missing or significantly damaged ironwork

### **Footways, Footpaths and Cycleways**

- Surface defects
- Excessive standing water and water discharging onto and or flowing across the foot/cycleway
- Dangerous rocking paving slabs
- Large cracks or gaps between paving slabs
- Missing or significantly damaged ironwork
- Debris and / or spillages likely to be a hazard
- Damaged kerbs

### **Road Furniture**

- Damaged vehicle restraint systems, parapets, handrails or guardrails
- Damaged boundary fence where animals or children could gain access
- Damaged or missing signs, such as Give Way, Stop, Speed Limit, Directional

### **Road Lighting**

- Damaged column, cabinet, control pillar, wall mounting, lantern
- Exposed, live electrical equipment

### **Others**

- Overhead wires in dangerous condition
- Sight-lines obstructed by trees and other vegetation,
- Trees in a dangerous condition
- Earth-slips where debris has encroached or is likely to encroach the road or causing the road to fall away
- Rocks or rock faces constituting a hazard to road users
- Damaged road structures

### 3.7 Statutory Undertakers' Defective Apparatus

---

Defects may be due to the activities of utility companies, which are governed by the requirements of NRSWA<sup>3</sup>. Where defective apparatus is identified, the defect must be recorded, and the utility contacted. In the case of urgent attention being required, the processes for '*defects causing danger*' identified in the NRSWA Code of Practice for Inspections should be followed.

### 3.8 Defects that are the Responsibility of Third Parties

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Where the defect is the responsibility of another party who is not a Statutory Undertaker, e.g. an adjacent landowner, the defect should be recorded, and the landowner contacted with a request to carry out the necessary remedial works within an appropriate time. Several scenarios may arise from an inspection, which are covered by provisions contained within the Roads (Scotland) Act 1984, for which it may be appropriate to inform the party responsible of their responsibilities under the Act. Some examples of this are;

- Prevention of danger to road users from nearby vegetation and fences etc. or from retaining walls being inadequate (Section 91)
- Deposit of mud from vehicles on road (Section 95)
- Control of flow of water etc. onto roads (Section 99)

A number of these provisions within the Act allow the roads authority to carry out remedial works to address the defect/hazard either immediately or after a suitable period of notice and gives powers to recover any expenses reasonably incurred in doing so.

Any decision to undertake such remedial work should not be done without the agreement of a suitably responsible person, and in the first instance constructive discussion with the responsible party, in order to resolve the issue, is the preferred option.

### 3.9 Inspection Records and Recording

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Routine Inspection instructions and records arising from inspections are held electronically, allowing records to be used for reference at later dates.

All information obtained from condition inspections, together with the response outcomes shall be recorded consistently. The data obtained shall be able to be reviewed independently and in conjunction with other survey information.

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<sup>3</sup> New Roads and Street Works Act 1991

## 4.0 Risk Management Process

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Inspectors undertaking inspections or responding to reported incidents require to use judgement in determining likelihood of, and degree of, consequences of observed or reported defects. This approach is consistent with the 'Well-Managed Highway Infrastructure: A *Code of Practice*' recommendation that roads authorities adopt a system of defect risk assessment for determining level of response. This represents a step change in the way that defects are assessed. Taking a *Risk Based Approach*, means that there are **NO** prescriptive investigation or intervention levels to apply. The rationale for removing these is that the same defect will represent a different level of risk in a different context. In the past this has led to inappropriate and often unnecessary, costly, temporary repairs. Instead, by using a *Risk Based Approach*, roads authorities can reduce such blanket reactive interventions and target more of their scarce resources towards programmed work, which in the longer term will lead to an overall improvement of road condition.

While not providing any minimum or default standards, the *Code of Practice* does support the development of local levels of service in accordance with local needs, priorities and affordability. Operational guidance for reference and training to support Fife Council's inspectors will be subject to regular review and update.

### 4.1 Establishing Context

---

Establishing context requires the inspector to utilise experience and knowledge during the inspections to assess the road characteristics, such as giving consideration to environment (speed limit, width, rural / urban, road hierarchy, visibility, bend, gradient, road camber, etc.); road user types (pedestrians, cyclists, horse riders, cars, LGV's, PSV's, etc.), traffic volumes; maintenance history; historical incidents / claims / complaints (e.g. experience / knowledge of similar hazards being a contributory factor to incidents / claims within the authority or a neighbouring authority); demographics and key local amenities (proximity to doctor's surgery, hospitals, shopping areas, schools, etc.).

Taking all the context into consideration, the risk assessment process follows these steps:

- i) **Hazard Identification** – The inspector identifies a defect associated to a road asset that may pose a hazard to road users.
- ii) **Risk Assessment** – Risk is evaluated by assessing the **likelihood** of encountering the hazard and the **most probable** (not worst possible) **consequence** should this occur.

The procedure is designed to mitigate 'worst case scenario' thinking and ensure an objective assessment is carried out to determine the appropriate level of risk and corresponding priority response.

## 4.2 Likelihood

---

The likelihood of encountering a hazard, within the established context it exists, will be quantified on a scale of 'Remote' to 'Almost Certain' as follows:

**Table 8 – Likelihood**

Likelihood	Description	One Might Expect to Encounter for example ...?
Highly Likely	Will undoubtedly happen	In any one day
Likely	Will probably happen, but not a persistent issue	Monthly
Possible	May happen occasionally	Annually
Unlikely	Not expected to happen, but it is possible	Once in 10 years
Remote	Improbable	Once in 20 years

## 4.3 Consequence

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Consequence is assessed by considering the most probable (**NOT** always the worst possible) outcome should the hazard be encountered and will be quantified on a scale of Negligible to Catastrophic as follows:

**Table 9 – Consequence (Impact / Severity) Categories**

Consequence	Description of Impact / Severity			
	Service	Financial	People	Reputation
<b>Severe</b>	Unable to function, inability to fulfil obligations	Severe financial loss	Death	Highly damaging, sever loss of public confidence
<b>Major</b>	Significant impact on services provision	Major financial loss	Extensive injury, major permanent harm	Major adverse publicity, major loss of confidence
<b>Moderate</b>	Service objectives partially achievable	Significant financial loss	Medical treatment required, semi-permanent harm up to 1 year	Some adverse publicity, legal implications
<b>Minor</b>	Minor impact on service objectives	Moderate financial loss	First aid treatment, non-permanent harm up to 1 month	Some public embarrassment, no damage to reputation
<b>Negligible</b>	Minimal impact, no service disruption	Minimal financial loss	No obvious harm/injury	No interest to the press, internal only

#### 4.4 Risk Assessment

The risk factor for a defect is the product of 'likelihood' and 'consequence'. It is this factor that identifies the overall seriousness of the risk and consequently therefore the appropriateness of response to remedy the defect. Accordingly, the priority of response for dealing with a defect can be determined by direct correlation with the risk factor as shown in the risk matrix, table 10:



**Table 10 Risk Matrix**

Consequence	Negligible	Minor	Moderate	Major	Severe
Likelihood					
Remote	Negligible	Negligible	Negligible	Negligible	Medium
Unlikely	Negligible	Negligible	Low	Low	Medium
Possible	Negligible	Low	Low	Medium	High
Likely	Negligible	Low	Medium	High	Critical
Highly Likely	Negligible	Medium	High	Critical	Critical

#### 4.5 Intersections and Multiple Road-user Types

---

Inspectors should consider the different impacts and consequences for each road user type (e.g. pedestrians, cyclists, vehicle drivers, etc.) and at intersections, consider the hierarchy of each route. Inspectors must therefore assess the likelihood and consequence for each road user type and/or route hierarchy. The priority of the response is based on the highest risk determined from the risk matrix (Table 10).

## 5.0 Risk Response

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RACIPS methodology allows Fife Council to demonstrate that legal responsibilities regarding the inspection and maintenance of adopted roads are fulfilled.

The appropriate control of a risk is in the form of risk response. Maximum response times to each risk category have been developed following guidance by SCOTS and the recommendations of the *Code of Practice*. This provides consistency with neighbouring Authorities if they are also compliant with the *Code of Practice*.

### 5.1 Priority Response Levels

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Having established the risk factor, the appropriate response is identified (Table 11).

**Table 11 Response Types**

Risk	Priority	Response Type	Repair Target (from date of risk assessment)
Critical	1	Immediate	Within 24 hours (Make safe)
High	2	Rapid	Within 5 Working Days
Medium	3	Include in Cyclic Works Programme	Within 3 Months
Low	4	Include in Area or Route Works Programme	Within a Rolling 12 Months
Negligible	5	Routine Monitoring	Per Inspection Frequency

### 5.2 Response Types Defined

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#### Priority 1: Immediate

Where there is a critical risk to road users the defect should be corrected or made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning signs and / or coning off to protect the public from the defect. Where reasonably practicable, defects of this Priority should not be left unattended until made safe or, a temporary or permanent repair has been carried out.

Once a P1 defect has been made safe, the risk should be reassessed, and the appropriate response type assigned.

**Priority 2: Rapid**

This allows a more proactive approach to be adopted, enabling the complete repair of defects that represent a high risk to road users or because there is a risk of short-term structural deterioration (i.e. before next scheduled inspection).

**Priority 3: Include in Cyclic Works Programme**

While P3 defects require attention, they represent a risk assessed to be at a level that allows a more efficient programmed approach to be taken.

**Priority 4: Include in Area or Route Works Programme**

The defect is not classed as unsafe but needs to be included in a local works programme e.g. programmed patching or via the Area Roads Programme.

**Priority 5: Routine Monitoring**

The defect is considered to be of negligible risk, no intervention is required, and monitoring will continue as per the routine inspections regime.

**5.3 Meeting Target Response Times**

---

It may not be possible, particularly at certain times of year, to meet target response times, due to pressure on resources. This could, but not exclusively, be due to the high number of defects that can arise in a short period of time after periods of adverse weather, such as prolonged spells of heavy rain or snow, or freeze / thaw conditions. Prolonged periods of adverse weather may also prevent remedial measures being carried out. In such circumstances normal response times will resume as soon as is reasonably practicable.

**5.4 Service Requests**

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Fife Council receives reports of road asset defects from several sources, such as the police, general public, public utilities and other agencies. These Service Requests are recorded within Fife Council's Customer service system to ensure that they are investigated, resolved within defined service standards and that the outcome is communicated to the customers. Screening questions shall be asked to identify a provisional level of risk to classify the urgency of ad-hoc inspection.

## 6.0 Compliance

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Compliance with RACIPS can be assured by i) documenting key information to provide evidence (section 3.9 refers), ii) measuring and reporting performance, and iii) maintaining competencies through an appropriate training and development framework.

### 6.1 Monitoring

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Compliance monitoring shall be carried out as follows:

- Inspection Scheduling Audit – An annual programme of condition inspections is produced prior to the start of each financial year. A monthly audit will be carried out to determine if inspections are completed within timescale tolerances.
- Inspection Quality Audit – A quarterly audit will take place to evaluate the degree of consistency in application of the Risk Based Approach. One route per inspector will be chosen at random, one day after the initial inspection, and checked for consistency by the Lead Consultant, Network Condition or delegated officer.
- Repair Response Time Audit – A monthly check to evaluate delivery response time performance with relation to defects. An audit will be carried out by the Lead Consultant, Network Condition or delegated officer to determine if repairs were completed within prescribed timescales.
- Repair Quality Audit – A minimum sample of 5 defects will be checked by an inspector weekly, to determine compliance with repair specifications.

RACIPS compliance monitoring reports shall be used for continuous improvement.

### 6.2 Inspector Competency

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For RACIPS, the term 'inspector' is defined as a person who the roads authority has assessed and certified as competent to identify and undertake a risk assessment of a road asset defect and determine the response type. Therefore, within RACIPS, 'inspector' is not utilised exclusively for a person who mainly completes the routine road condition inspections, but can include technicians, engineers or other staff within Fife Council who have been assessed as having achieved the required level of competency by the Service Manager (Roads Network Management).

### 6.3 Training

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Appropriate experience and/or training is needed to ensure that personnel responsible for managing and carrying out road asset condition inspections understand the reasons for

and importance of these inspections. These reasons include i) protecting public safety, ii) safeguarding Fife Council's capability to defend liability claims, and iii) fulfilment of the Council's essential responsibility for maintaining the condition of the road asset for the continuing benefit of the Fife economy.

Inspectors will be provided in-house training on the application of RACIPS and will be required to achieve a 'pass' grade on the course assessment to demonstrate competency. Training will be delivered utilising the SCOTS training toolkit supplemented by Fife Council's operational guidance. The person delivering the training will be required to have been assessed as competent by the Service Manager (Roads Network Management).

#### **6.4 Training Plans**

---

Where an inspector has not yet met the required standard of competency, the Lead Consultant, Network Condition, shall work with the inspector to develop, document and implement a Training Plan. The Training Plan is evidence that Fife Council is supporting the inspector, assisting them to achieve the level of competency required and thereby ensuring consistency.

Training Plans are simple, containing but not limited to information such as:

- Training type (e.g. undertake a course, shadowing another inspector, audit of inspections by colleague, etc.)
- (Expected) completion date
- Review date
- Review comments

Upon completion of the plan, it is signed and dated as complete by a competent person. Review of inspector training plans are conducted at regular intervals (minimum annually) to ensure the plan is progressing as anticipated, to sign off key areas completed and to amend the plan, if required.

#### **6.5 Training & Competency Records.**

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Records of the training plan reviews, actions and outcomes are documented within each inspector's "Training & Competency Record". These records shall be used to evidence the competency of each individual inspector at any time and are reviewed annually to ensure that they continue to meet the minimum competency requirements.

## Appendix 1 – Pothole and Patching Stats (Updated 01.04.25)

Fife Wide (All Area Committees)								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	187	66.3%	P1	301	67.4%	P1	148	81.76%
P2	4342	69.3%	P2	6304	59.3%	P2	7856	91.83%
P3	4022	69.0%	P3	2956	72.4%	P3	2947	68.07%
P4	635	94.2%	P4	2018	99.8%	P4	1308	94.57%
Total	9186		Total	11579		Total	12259	

Fife Wide (All Area Committees)					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	196.25	P1	321.15	P1	163
P2	4902.84	P2	8881.37	P2	8909
P3	41902.27	P3	31728.68	P3	47345
P4	9582.76	P4	31201.17	P4	37296
Total	56584.12	Total	72132.37	Total	93713

Fife Wide (All Area Committees)		
Outstanding Repairs (as of 04/04/2025)		
Priority	Count	Sqm
P1	2	2
P2	95	153
P3	1373	20005
P4	783	27353
Total	2253	47512

Area Committee	22/23 Number Repaired	23/24 Number Repaired	24/25 Number Repaired
City of Dunfermline	916	1494	1108
Cowdenbeath	759	899	1078
Glenrothes	882	1267	1266
Kirkcaldy	597	1008	839
Levenmouth	668	683	1060
North East Fife	4266	4481	5468
South & West Fife	1098	1747	1440
Total	9186	11579	12259

Area Committee	22/23 Sqm Repaired	23/24 Sqm Repaired	24/25 Sqm Repaired
City of Dunfermline	6545.9	11161.76	10037
Cowdenbeath	4474.92	7907.09	14743
Glenrothes	2081.2	7655.07	8778
Kirkcaldy	2152.99	6978.28	4137
Levenmouth	3052.72	5276.5	5805
North East Fife	30658.97	15321.92	28706
South & West Fife	7617.42	17831.75	21507
Total	56584.12	72132.37	93713

Area Committee	Number of Outstanding Repairs (as of 01/04/2025)	Sqm of Outstanding Repairs (as of 01/04/2025)
City of Dunfermline	237	3837
Cowdenbeath	77	1990
Glenrothes	381	8845
Kirkcaldy	192	1479
Levenmouth	225	2822
North East Fife	869	24783
South & West Fife	272	3755
Total	2253	47512

City of Dunfermline								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	2	100.0%	P1	10	50.0%	P1	6	100%
P2	384	41.9%	P2	454	54.4%	P2	486	76.54%
P3	389	61.4%	P3	572	58.7%	P3	277	49.46%
P4	141	98.6%	P4	458	99.6%	P4	339	94.40%
Total	916		Total	1494		Total	1108	

City of Dunfermline					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	2	P1	9	P1	6.7
P2	471.39	P2	418.75	P2	427
P3	3037.18	P3	6325.7	P3	3671
P4	3035.33	P4	4408.31	P4	5933
Total	6545.9	Total	11161.76	Total	10037

City of Dunfermline		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	8	8
P3	102	1596
P4	127	2234
Total	237	3837



Cowdenbeath								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	11	63.6%	P1	20	65.0%	P1	12	83.33%
P2	506	64.8%	P2	604	48.2%	P2	735	87.76%
P3	218	55.0%	P3	158	57.6%	P3	259	79.54%
P4	24	91.7%	P4	117	100.0%	P4	72	95.83%
Total	759		Total	899		Total	1078	

Cowdenbeath					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	10	P1	20	P1	19
P2	536.46	P2	625.95	P2	765
P3	3612.36	P3	1198.37	P3	8679
P4	316.1	P4	6062.77	P4	5281
Total	4474.92	Total	7907.09	Total	14743

Cowdenbeath		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	12	23
P3	49	1081
P4	16	886
Total	77	1990

Glenrothes								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	37	59.7%	P1	20	60.0%	P1	6	100%
P2	408	75.0%	P2	497	64.8%	P2	353	97.45%
P3	417	81.3%	P3	338	97.3%	P3	620	83.71%
P4	20	100.0%	P4	412	100.0%	P4	287	98.61%
Total	882		Total	1267		Total	1266	

Glenrothes					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	37.8	P1	20	P1	5
P2	404.7	P2	699.13	P2	437
P3	1571.81	P3	2958.51	P3	4196
P4	66.89	P4	3977.43	P4	4140
Total	2081.2	Total	7655.07	Total	8778.1

Glenrothes		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	24	27
P3	184	1669
P4	173	7150
Total	381	8845

Kirkcaldy								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	40	67.5%	P1	78	65.4%	P1	26	88.46%
P2	370	54.9%	P2	493	41.6%	P2	425	72.47%
P3	157	68.8%	P3	281	66.6%	P3	306	75.16%
P4	30	100.0%	P4	156	100.0%	P4	82	92.68%
Total	597		Total	1008		Total	839	

Kirkcaldy					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	39.6	P1	78.25	P1	26
P2	380.46	P2	534.73	P2	549
P3	1468.3	P3	2637.57	P3	2312
P4	264.63	P4	3727.73	P4	1250
Total	2152.99	Total	6978.28	Total	4138

Kirkcaldy		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	14	14
P3	136	572
P4	42	893
Total	192	1479

Levenmouth								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	13	67.5%	P1	8	75.0%	P1	10	90%
P2	198	54.9%	P2	348	72.1%	P2	619	93.32%
P3	431	68.8%	P3	223	91.9%	P3	374	63.64%
P4	26	100.0%	P4	104	100.0%	P4	57	100%
Total	668		Total	683		Total	1060	

Levenmouth					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	18.25	P1	9.5	P1	10
P2	225.51	P2	606.93	P2	680
P3	2699.04	P3	3746.34	P3	3711
P4	109.92	P4	913.73	P4	1403
Total	3052.72	Total	5276.5	Total	5805

Levenmouth		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	2	3
P3	179	2399
P4	44	419
Total	225	2822

North East Fife								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	70	64.3%	P1	105	64.8%	P1	64	70.31%
P2	2079	77.4%	P2	3322	66.0%	P2	4591	96.04%
P3	1873	71.5%	P3	736	94.7%	P3	611	68.41%
P4	244	96.3%	P4	318	100.0%	P4	202	92.57%
Total	4266		Total	4481		Total	5468	

North East Fife					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	75.6	P1	120.4	P1	68
P2	2430.48	P2	5288.11	P2	5367
P3	23648.34	P3	5849.34	P3	10475
P4	4504.55	P4	4064.07	P4	12797
Total	30658.97	Total	15321.92	Total	28706

North East Fife		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	2	2
P2	28	64
P3	571	11134
P4	268	13583
Total	869	24783

South & West Fife								
22/23 Number Repaired		% Completed within Target Timescales	23/24 Number Repaired		% Completed within Target Timescales	24/25 Number Repaired		% Completed within Target Timescales
P1	14	78.6%	P1	60	80.0%	P1	24	91.67%
P2	397	60.5%	P2	586	39.1%	P2	647	84.39%
P3	537	54.8%	P3	648	45.7%	P3	500	51.60%
P4	150	84.0%	P4	453	99.3%	P4	269	91.08%
Total	1098		Total	1747		Total	1156	

South & West Fife					
22/23 Sqm Repaired		23/24 Sqm Repaired		24/25 Sqm Repaired	
P1	13	P1	64	P1	28
P2	453.84	P2	707.77	P2	685
P3	5865.24	P3	9012.85	P3	14301
P4	1285.34	P4	8047.13	P4	6492
Total	7617.42	Total	17831.75	Total	21507

South & West Fife		
Outstanding Repairs (as of 01/04/2025)		
Priority	Count	Sqm
P1	0	0
P2	7	14
P3	152	1554
P4	113	2187
Total	272	3755

2 September 2025

Agenda Item No. 7

## New Roads and Street Works Act Annual Performance Report - 2024/2025

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

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Wards Affected: All

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### Purpose

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The New Roads & Street Works Act 1991 (NRSWA) recommends that local authorities publish annual Statutory Undertaker (SU) performance reports. The purpose of this report is therefore to provide a summary of SU performance and Fife Council's own performance relating to NRSWA activities in Fife in 2024/25.

### Recommendation(s)

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The Committee is asked to scrutinise the current NRSWA performance and activity as detailed in this report.

### Resource Implications

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All NRSWA monitoring and enforcement activity is managed within existing Roads & Transportation Services resources.

### Legal & Risk Implications

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Should SUs fail to reinstate their road openings correctly, the costs of repairs outside the warranty period of 6 years could become a burden to roads authorities. It is therefore important that the quality of SU works is diligently monitored through inspections and coring programmes.

### Impact Assessment

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

### Consultation

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Quarterly meetings are held with the SUs working in Fife. Regional and national quarterly meetings also take place attended by Roads Authorities (RAs) and SUs at which performance is regularly reviewed. In addition, meetings are held locally with individual SUs on matters of specific concern.

## 1.0 Background

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- 1.1 The previous report presented to the Environment, Transportation & Climate Change Scrutiny Committee on the 3<sup>rd</sup> September 2024 detailed the 2023/24 annual performance.
- 1.2 As a requirement of NRSWA, Fife Council as the Roads Authority have a duty to manage their road network whilst SUs are permitted to work on the road network to install and maintain their apparatus. RAs have responsibility for the co-ordination of all works on the road network.
- 1.3 The principal areas of SU (mainly utility providers) performance:
  - (i) road works
  - (ii) signing and guarding,
  - (iii) reinstatements and
  - (iv) coring.

Fife Council's performance as the Roads Authority, as highlighted by the Office of The Scottish Road Works Commissioner (OSRWC), is detailed in the annual performance report.

- 1.4 A Statutory Undertaker executing roadworks will reinstate excavations to the Specification for the Reinstatement of Openings in Roads (Code of Practice 2023). The reinstatement will be to prescribed standards, in line with the surrounding surface, where possible, and include the reinstatement of any signs and road markings.

## 2.0 Sample Inspections

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- 2.1 The Council inspects 30% of SU works, randomly selected from the Scottish Road Works Register, which provides a performance measurement for:
  - (i) Category A, signing, lighting and guarding during the progress of the works.
  - (ii) Category B, the integrity of the reinstatement during the 6 months following completion.
  - (iii) Category C, the condition of the reinstatement within the 3 months preceding the end of the guarantee period.

From the 1st of October 2023 the guarantee period was increased from 2 years to 6 years.

- 2.2 Sample inspection performance has been monitored since the early 1990's, initially on an annual basis changing to quarterly since 2004/05. A summary of the performance of each of the major SUs operating within Fife during 2024/2025 is shown in Appendix 1. Annual totals for each SU for 2023/24 are shown in the table for comparison.



2.3 For reinstatements, all five major SUs operating in Fife during 2024/25 achieved the nationally recommended minimum standard of performance (90%). The major SUs are:

- (i) Scottish Power
- (ii) Scottish Water
- (iii) BT Openreach
- (iv) Scottish Gas Networks (SGN)
- (v) Virgin Media

For Signing and Guarding all SUs achieved the minimum standard of performance (90%) with Virgin Media showing a significant improvement from 2023/24.

## 3.0 Coring of Reinstatements

3.1 A visual inspection of the road surface alone does not necessarily indicate the quality of the reinstatement under the ground in terms of compliance with the specification for materials, layer depths or compaction levels. This is best determined by taking cores from the final reinstatement and analysing the material properties in a laboratory.

3.2 A summary of the coring results from the national coring programme between 2008 and 2023 is shown in Table 1. The frequency of the coring programme should ideally be at 2-yearly intervals but on occasion this has been longer. The coring sample is 2% of the total number of reinstatements, taken from a random 30% selection of carriageways and footways that meet the criteria for coring during the stipulated period.

3.3 The last national coring programme was undertaken between the 1st of January 2021 and 31st of December 2021. The results were published in 2023 and are summarised in Table 1. There has been a continual increase in pass rates in Fife since 2008, which are above the national average.

	Year	2008/09	2010/11	2012/13	2015/16	2019/20	2022/23
Scotland	Cores taken	1566	1349	1534	1535	1666	1764
	Pass	64%	74%	83%	82%	88%	90%
	Fail	36%	26%	17%	18%	12%	10%
Fife	Cores taken	66	84	96	76	87	97
	Pass	62%	65%	83%	83%	90%	95%
	Fail	38%	35%	17%	17%	10%	5%

Table 1

The results of the coring in 2022/23 show an improvement for Fife and Scotland, with both achieving the performance target of 90%. This is an encouraging improvement and a healthy position from which to base further improvements. The SUs that fail to meet this target continue to be monitored and issues identified to improve performance at individual and quarterly liaison meetings.

- 3.4 The next national coring programme is currently underway, and results are expected in Spring 2026.

## **4.0 OSRWC Fife Council Performance Review**

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- 4.1 The OSRWC monitors roadworks in Scotland undertaken by both RAs and SUs.
- 4.2 Since 1 April 2008, the OSRWC has been the keeper of the Scottish Road Works Register (SRWR) and is responsible for ensuring that the SRWR is used effectively to plan and coordinate road works throughout Scotland.
- 4.3 In June 2025, the OSRWC issued a performance review for the period 1 April 2024 to 31 March 2025 as shown in Appendix 2. For Fife this stated that, "Overall, the road works performance was satisfactory" for the 2024/25 period.
- 4.4 The OSRWC Work Performance Review highlights specific areas requiring improvement from Fife Council:
- (i) All types of Traffic Management must be clearly identified and recorded prior to the commencement of any works. During the 2024/25 period, nine instances were identified where this requirement was not met. - To address this, teams have been reminded that Traffic Management details must be confirmed and accurately entered into the Scottish Road Works Register (SRWR) before any work begins. Additionally, Network Officers are encouraged to consult with Engineers in advance to ensure all Traffic Management arrangements are properly in place.
  - (ii) 88 defects requiring follow up inspections post remedial works were outstanding. - Network Officers have investigated the outstanding defects. Findings indicate that these issues are primarily due to administrative errors in closing out inspections within the inspection's lifecycle.
  - (iii) Fife Council received a Compliance Notice regarding the management of roadworks sites. 30 live sites were monitored during March and April 2025 by two Compliance Officers. The Officers have been appointed specifically to carry out this role, and they have been focussing on compliance with the Safety at Street Works and Road Works Code of Practice at council road works sites. The Council had to achieve a 90% pass rate - In response, we have implemented several key internal improvements to prevent recurrence of such issues. Measures include mandatory training, enhanced site inspection protocols, digitised records, improved communications and increased internal audits. These measures have significantly strengthened our ability to manage roadworks effectively and maintain public safety.

- (iv) There is currently no record of any Fixed Penalty Notices (FPNs) being issued by Fife Council for offences under the New Roads and Street Works Act (NRSWA). - At present, Fife Council does not issue FPNs for NRSWA-related offences. However, we are actively reviewing the feasibility of implementing this enforcement measure, which includes assessing the logistical and resource implications required to support the introduction of Fixed Penalty Notices.
- (v) Statutory Vault submissions have been missed. – The Service is currently investigating the reasons behind the incomplete data uploads. The matter is being addressed as a priority and is expected to be fully resolved as part of the 2025/26 programme.

## 5.0 Conclusions

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- 5.1 Sample inspection performance has improved steadily since the inception of performance monitoring in the early 1990's. SUs who fall below the 90% target pass rate will be encouraged to improve both by Fife Council and the OSRWC.
- 5.2 Fife Council continues to focus attention on improving monitoring and performance in conjunction with the OSRWC.

## List of Appendices

- Appendix 1 - SU Sample Inspection Performance 2024/25
- Appendix 2 - Scottish Roads Works Commissioner 2024/25 Road Works Performance Review

## Background Papers

- Technical guidance on NRSWA Performance Measurement is available here: [NRSWA-Performance-Measurement.doc \(live.com\)](#)
- The Scottish Road Work Commissioner Annual Report for period 2024-2025 is not yet available, all previous reports can be viewed at [Annual Reports | Scottish Road Works Commissioner](#)
- Specification for the Reinstatement of Openings in Roads (Code of Practice) May 2023 is available here: [Specification for the Reinstatement of Openings in Roads - 5th edition \(2023\) - 16 May 2023 \(roadworks.scot\)](#)

## Report Contacts

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# APPENDIX 1

## SU Sample Inspection Performance (for the main SUs working in Fife)

STATUTORY UNDERTAKER	QUARTER	SIGNING & GUARDING			REINSTATEMENTS		
		Number Passed	Number Carried Out	Pass Rate (%)	Number Passed	Number Carried Out	Pass Rate (%)
Scottish Power Energy Networks	2024/2025 Q1	21	23	91%	38	39	97%
	2024/2025 Q2	10	10	100%	34	35	97%
	2024/2025 Q3	31	31	100%	39	39	100%
	2024/2025 Q4	9	9	100%	36	37	97%
	<b>2024/2025 Total</b>	71	73	97%	147	150	98%
	2023/2024 Total	74	80	93%	159	161	99%
Scottish Water	2024/2025 Q1	36	38	95%	57	57	100%
	2024/2025 Q2	25	25	100%	53	55	96%
	2024/2025 Q3	34	34	100%	66	66	100%
	2024/2025 Q4	22	22	100%	60	60	100%
	<b>2024/2025 Total</b>	117	119	98%	236	238	99%
	2023/2024 Total	116	121	96%	241	244	99%
Scotland Gas Networks	2024/2025 Q1	19	19	100%	27	29	93%
	2024/2025 Q2	10	10	100%	28	28	100%
	2024/2025 Q3	20	20	100%	34	35	97%
	2024/2025 Q4	10	10	100%	36	36	100%
	<b>2024/2025 Total</b>	59	59	100%	125	128	98%
	2023/2024 Total	61	63	97%	123	123	100%
BT Openreach	2024/2025 Q1	27	27	100%	65	66	98%
	2024/2025 Q2	22	22	100%	74	75	99%
	2024/2025 Q3	28	28	100%	42	42	100%
	2024/2025 Q4	23	23	100%	24	24	100%
	<b>2024/2025 Total</b>	100	100	100%	205	207	99%
	2023/2024 Total	98	100	98%	205	208	99%
Virgin Media	2024/2025 Q1	5	5	100%	33	33	100%
	2024/2025 Q2	10	10	100%	35	35	100%
	2024/2025 Q3	3	3	100%	3	3	100%
	2024/2025 Q4	3	3	100%	1	1	100%
	<b>2024/2025 Total</b>	21	21	100%	72	72	100%
	2023/2024 Total	20	25	80%	112	114	98%

## APPENDIX 2

— OFFICE OF —  
**THE SCOTTISH  
ROAD WORKS  
COMMISSIONER**

Ken Gourlay  
Fife Council  
4th Floor  
Main Building, Fife House  
Glenrothes  
KY7 5LT

Contact: Iain Ross  
Direct Tel: 0131 244 9936

27 June 2025

Our Ref: PERF25/FIFECOU

Dear Ken Gourlay

### **Fife Council's Road Works Performance Review for 2024/25**

I am writing to provide a review Fife Council's road works performance during 2024/25.

Section 118(1) of the New Roads and Street Works Act 1991 (the 1991 Act) places a duty on road works authorities to co-ordinate the execution of works of all kinds (including works for road purposes) in roads for which they are responsible:

- a) in the interests of safety;
- b) to minimise inconvenience to persons using the road; and
- c) to protect the structure of the road and integrity of apparatus in it.

Performance reviews are issued annually to undertakers and road works authorities covering the preceding period of 1 April to 31 March. These reviews consider how well organisations are meeting their statutory obligations and highlight areas the Scottish Road Works Commissioner wishes to see improve.

Organisations are expected to routinely monitor their own performance utilising reports which are downloadable from the Scottish Road Works Register. This allows you to take action throughout the year to ensure compliance with your duties. Your organisation's performance against the expected targets is detailed in the enclosed annex.

Overall I find Fife Council's performance to be satisfactory.

I draw your attention to the following specific areas that need improvement:

Misuse of Traffic Management "Not Yet Known" – I do not consider it to be acceptable to record traffic management as "Not Yet Known" on the Scottish Road Works Register when works are due to start. Fife Council has 9 works on the register that are misusing this field on their notices. The correct traffic management types must be correctly populated for road works once they commence.

**Outstanding Final Inspections** – All defects reported by an authority must be seen through to a remedial repair being completed to the authority's satisfaction. Fife Council has 88 defects outstanding that have gone more than 6 months since they last had a follow up inspection.

**Compliance Notices Received** – The Commissioner has issued 1 to Fife Council over the reporting period. Receiving even one of these notices shows your organisation is systematically failing to comply with its statutory duties. However, I was reassured by the positive response to the compliance notice and would like to acknowledge the efforts made to significantly improve your management of road works sites in 2025.

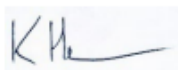
**Fixed Penalty Notices (FPNs) Issued** – There is no record of any FPNs being issued during the reporting period for Fife Council. Please consider implementing a process to review potential noticing failures by undertakers in your area. FPNs aid co-operation and the good co-ordination of road works.

**Vault Submissions** – Fife Council provided 0 submissions during the reporting period. Providing this information became a statutory requirement in April 2024. Submissions should be provided every two months.

Whilst you have continued to meet the targets for the key performance indicators, there is still work to do on some of the newer measures. I am particularly concerned that Fife Council has not provided a submission to Vault in 2024/25.

Should you wish to discuss any part of this letter please do not hesitate to contact me by email to: [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot).

Yours sincerely



**Kevin Hamilton**  
**Scottish Road Works Commissioner**



## Fife Council

### Scottish Road Works Commissioner Annual Performance Review (April 2023 to March 2025)

#### Noticing Activity and FPNs

##### Noticing Failures

The Commissioner wishes to measure the accuracy of the information held on notices and that the appropriate timescales are being met. This report measures the number of error messages generated by the Scottish Road Works Register (SRWR) which would flag a potential Fixed Penalty Notice offence were the same error made by a utility company. The failure rate is based on a comparison with the number of Actual Start Notices which are issued.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Number of Noticing Failures	Report 2A	43	9	6	13	71	8	27	24	6	65
Percentage of Works Started with Failures	Report 2A	9%	1%	1%	2%	3%	2%	4%	4%	1%	3%
Roads Authority Overall Average		[6%]	[6%]	[5%]	[4%]	[6%]	[5%]	[4%]	[5%]	[3%]	[4%]
Utility Overall Average		[9%]	[8%]	[7%]	[5%]	[9%]	[5%]	[5%]	[6%]	[5%]	[5%]

##### Noticing Management Information

The Commissioner wishes to determine if roads authorities are meeting their duty to enter notices for all of their works on the SRWR. This is done by measuring the number of Actual Start Notices and Completion Notices entered on to the SRWR. The Commissioner also wishes to keep under review the designations given to works.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Works Started	Report 9A	485	695	560	580	2320	498	695	594	465	2252
Works Completed	Report 9B	477	695	578	560	2310	495	698	610	428	2231
Permits, Consents and Works Under Licence	Report 9C	456	409	348	476	1689	558	467	494	536	2055
Emergency, Urgent or Remedial Dangerous Works	Report 9A	3	10	5	10	28	13	11	12	16	52
Minor, Standard, Major Works, Remedial Other and Road Restrictions	Report 9A	482	685	555	570	2292	485	684	582	449	2200

##### Fixed Penalty Notices

The Commissioner is monitoring the number of roads authorities which are issuing Fixed Penalty Notices. This is included for information only as the issuing of FPNs is at the discretion of the roads authority.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Potential Undertaker FPNs in this authority area	Report 1	140	153	104	84	481	63	50	59	58	230
Actual FPNs given	Report 1	0	0	0	0	0	0	0	0	0	0
FPNs given for Road (Scotland) Act Offences	Report 3	0	0	0	0	0	0	0	0	0	0



## Contact Details

### Contact Details

The Commissioner wishes to ensure that all roads authorities are entering accurate contact details to ensure good communication. The SRWR triggers a warning if a notice is created without contact details for the Originator of the notice and the Contractor carrying out the works. Data is presented as a percentage of R9A.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Number of works missing contact details	Report 30	0	0	0	0	0	0	0	0	0	0
Percentage of Works Started without contacts		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

## Management and Timing of Works

### Timing of Works

The Commissioner wishes to review the use of RAUC(S) agreed procedures relating to Early Starts, Late Starts, Overrunning Works and Works Extensions. Early Starts, Late Starts and Work Extensions are presented as a percentage of all works phases started. Overrunning works are presented as a percentage of all works phases finished.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Number of Early Starts	Report 10	68	65	53	78	264	62	66	69	78	275
Percentage of Works Started with Early Starts		14%	9%	9%	13%	11%	12%	10%	12%	17%	12%
Roads Authority Early Starts Average		[5%]	[6%]	[6%]	[6%]	[5%]	[6%]	[6%]	[8%]	[9%]	[7%]
Number of Late Starts	Report 10	0	4	0	1	5	6	17	21	5	49
Percentage of Works Started with Late Starts		0%	1%	0%	0%	0%	1%	2%	4%	1%	2%
Roads Authority Late Starts Average		[1%]	[1%]	[0%]	[0%]	[1%]	[1%]	[1%]	[1%]	[1%]	[1%]
Number of Works that Overran	Report 6	1	0	0	0	1	0	0	0	0	0
Percentage of Works Completed that overran		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Roads Authority Overrunning Works Average		[1%]	[1%]	[1%]	[1%]	[1%]	[0%]	[0%]	[0%]	[0%]	[0%]
Number of Work Extensions	Report 12	13	18	35	33	99	40	59	61	51	211
Percentage of Works Started with Extensions		3%	3%	6%	6%	4%	8%	8%	10%	11%	9%
Roads Authority Works Extensions Average		[4%]	[6%]	[9%]	[6%]	[4%]	[5%]	[6%]	[8%]	[7%]	[6%]
Works Awaiting Closure	Report 16	0	0	0	0	0	0	0	0	0	0
Works Awaiting Final Site Reinstatement Details Notice	Report 16	0	0	0	0	0	1	1	1	1	1

## Traffic Management Type

### Misuse of "Not Yet Known" Traffic Management Type

The Commissioner wishes to monitor the misuse of this category. The SRWR triggers a warning if Traffic Management "Not Yet Known" is still selected at the follow-up notice stage (7 days before the start of the works). Data presented as a percentage of all Works Started. Please note accurate data is not available prior to 2014/15 Q4.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Number of works input as "Traffic Management not yet known"	Report 29	1	2	0	0	3	0	9	0	0	9
Percentage of Works Started misusing "Not Yet Known"		0%	0%	0%	0%	0%	0%	1%	0%	0%	0%

## Sample Inspections Undertaken

### Sample Inspections

The Commissioner wishes to ensure that all roads authorities are undertaking their sample inspections as required.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Category A Inspections	Qrtly Insp	149	52	120	94	415	120	79	120	67	386
Category A Passed		142	49	113	91	395	114	79	120	67	380
Category A Pass Rate Percentage		95%	94%	94%	97%	95%	95%	100%	100%	100%	98%
Category B Inspections	Qrtly Insp	127	68	132	113	440	130	119	101	84	434
Category B Passed		125	67	130	113	435	129	118	100	84	431
Category B Pass Rate Percentage		98%	99%	98%	100%	99%	99%	99%	99%	100%	99%
Category C Inspections	Qrtly Insp	153	58	87	135	433	115	136	107	86	444
Category C Passed		152	56	86	134	428	112	132	107	85	436
Category C Pass Rate Percentage		99%	97%	99%	99%	99%	97%	97%	100%	99%	98%
Sample Inspection Target	Ann. Insp	315	315	315	315	1262	325	325	325	325	1300
Sample Inspection Done	Qrtly Insp	429	178	339	342	1288	365	334	328	237	1264
Percentage of Samples Done		136%	57%	108%	109%	102%	112%	103%	101%	73%	97%

## Works Notices per 100km

### Works Notices per 100km

The Commissioner wishes to ensure that all roads authorities are entering all their notices. To this end the number of notices issued by each authority has been analysed to give a figure representative of works per 100km. This figure is being used as a benchmark to compare information for each authority from the same SCOTS grouping.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Fife Council [2489 km]	Report 26	19.83	28.41	22.89	23.71	94.85	20.01	27.92	23.87	18.68	90.48
Semi-Urban - East Ayrshire Council [1176 km]	Report 26	7.94	11.53	9.74	13.66	42.87	13.44	13.35	11.56	11.14	49.49
Semi-Urban - East Lothian Council [1150 km]	Report 26	5.36	8.52	10.72	9.49	34.09	7.74	9.74	9.22	9.48	36.17
Semi-Urban - Midlothian Council [709 km]	Report 26	12.16	10.87	8.58	9.73	41.34	11.99	4.51	13.12	20.73	50.35
Semi-Urban - North Ayrshire Council [1051 km]	Report 26	13.70	16.95	14.66	14.85	60.15	15.13	20.08	12.18	11.89	59.28
Semi-Urban - South Ayrshire Council [1180 km]	Report 26	13.90	11.78	11.36	9.15	46.19	11.19	14.66	10.42	12.46	48.73
Semi-Urban - South Lanarkshire Council [2276 km]	Report 26	47.54	42.31	37.04	47.14	174.03	39.85	36.29	30.01	29.26	135.41
Semi-Urban - Stirling Council [1022 km]	Report 26	11.90	13.08	9.24	10.82	45.03	9.59	10.08	11.94	24.46	56.07
Semi-Urban - West Lothian Council [1070 km]	Report 26	39.94	29.37	27.29	33.90	130.50	39.81	27.76	19.16	21.21	107.94
SCOTS Group Average	Report 26	19.14	19.20	16.84	19.16	74.34	18.75	18.27	15.72	17.70	70.44

## Compliance Notices

### Compliance Notices

The Commissioner wishes to monitor the number of Compliance Notices issued against each organisation.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Compliance Notices Issued		N/A	N/A	N/A	N/A	N/A	0	0	1	0	1

## Inspections Late/Outstanding

### Inspections Late/Outstanding

The Commissioner wishes to ensure that all roads authorities are carrying out and reporting their inspections in a timeous manner. Results must be recorded within 24 hours of the inspection and follow up inspections should not be more than 6 months after the last inspection.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
Inspection Results Recorded Late	Report 32	N/A	N/A	N/A	N/A	N/A	3	4	9	0	16
Outstanding Final Inspections	Report 33	N/A	N/A	N/A	N/A	N/A	59	60	74	88	88

## Gazetteer Updates

### Gazetteer Updates

The Commissioner wishes to monitor the frequency the Gazetteer was updated on the SRWR. These updates should be made every quarter.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
		1	1	1	1	4	1	1	1	1	4

## Vault Updates

### Vault Updates

The Commissioner wishes to monitor the frequency of Vault updates made to the SRWR. These updates should be made at least once every quarter.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
		1	1	1	1	4	0	0	0	0	0

## Attendance at Area RAUC Meetings

### Area RAUC Attendance

To Commissioner wishes to monitor organisations representation at the relevant Area RAUC meetings. It is important organisations attend all areas where they are working or have assets.

		2023/24					2024/25				
		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Year
		1	1	N/A	1	3	1	1	N/A	1	3



2 September 2025

Agenda Item No. 8

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## PROPERTY & BEREAVEMENT SERVICES – ANNUAL PERFORMANCE REPORT 2024/25

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**Report by:** Alan Paul, Head of Service, Property & Bereavement Services, Place Directorate

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Wards Affected: N/A

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### Purpose

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To present for scrutiny the Annual Review Report for Property & Bereavement Services for 2024/25.

### Recommendation(s)

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The Scrutiny Committee is invited to:

- (a) consider and comment on the Annual Service Review report
- (b) note the service planning and change priorities for 2025/26 and the longer-term direction of travel for the Service.

### Resource Implications

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There are no additional resource implications arising from this report.

### Legal & Risk Implications

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There are risks in not meeting Best Value and community planning requirements that can lead to additional monitoring/audit, external intervention and/or loss of public confidence.

### Impact Assessment

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An EqIA is not required as this report does not propose any changes to policies or services.

### Consultation

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This paper was informed by performance improvements over 2024/25 and associated Service, CLT and CET engagement.

## 1.0 Introduction

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- 1.1 This report builds on the revised Annual Review Report format introduced last year and more strongly aligns change and service planning alongside service performance analysis linked to operational management plans relating to finance, risk, workforce and digital development.
- 1.2 The purpose of report is to support scrutiny by elected members and the public and to inform annual service planning and the strategic direction of the service over the next three years.
- 1.3 It also supports strategic management capability, wider organisational change strategy and financial planning to support realising Fife's ambition to manage budgets and social outcome challenges in a progressive way.
- 1.4 The report attached at Appendix 1 considers the performance of Property & Bereavement Services in relation to the Council's policy priorities set out in the Plan for Fife; key indicators; financial and workforce pressures and; how we compare in relation to other similar services in other Scottish councils, through the Local Government Benchmarking Framework.
- 1.5 Individual service indicators and results are published online in advance of this annual review to facilitate scrutiny and feedback. These are available at [Council plans and performance | Fife Council](#)

## 2.0 Property & Bereavement Services – Key Messages 2024/25

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- 2.1 Property Services lead the effective management of the Council's non-domestic property estate to support better outcomes and delivery against a number of key corporate investment programmes including Building Fife's Future (investment in the learning estate), the Care Home Replacement Programme, the Affordable Housing Programme, Net Zero Investment in our estate. The Service also supports better operational stewardship of our estate and provides information and property advice to Members and Council Services.  
  
Bereavement Services discharge the council's legal responsibility to provide and regulate cemeteries and ensures that they are safe, well looked after and provide fitting places for remembrance and contemplation. Additionally, the service has responsibility for the management and operation of both Kirkcaldy and Dunfermline Crematoria
- 2.2 Performance for Property & Bereavement Services is measured against 4 key priorities, namely Placemaking and Decentralisation, Public Service Reform Net Zero and Sustainability and Compliance including the delivery of Bereavement Services. Against all 4 priority areas, the Annual Service Review demonstrates positive progress and



improvement, whilst also identifying areas of challenge and areas for further development in 2025/26.

- 2.3 A range of successes – both large and small - are highlighted in the Service Review, dominated by the completion of Dunfermline Learning Campus which has now been confirmed as the World's largest passivhaus learning facility. It is also the UK's largest schools building and will become a model for European integrated learning campus (where learning journeys are mapped across schools, FE and HE provision) when the Fife College building opens later this year
- 2.4 A series of delivery priorities for 2025/26 are included in the Service Review to include progressing construction of the new Caledonia HS, Rosyth and the Templehall Community Centre, Kirkcaldy, delivery of the Cupar Care Village and new business premises at Levenmouth, completion of the refurbishment of Cowdenbeath Leisure Centre and further progress with the regeneration of Glenrothes town centre.
- 2.5 The full Annual Service Review Report is set out in Appendix 1 to include links to the Property Services Achievements Report 2024/25 and specific case studies for Dunfermline Learning Campus and Riverside Park, Glenrothes.

## 3.0 Conclusion

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- 3.1 This report reflects the performance of Property & Bereavement Services for 2024/25. It covers the period April 2024 to March 2025, highlighting our delivery, progress, change and improvement plans for 2025/26.

### **Appendix 1 – Property & Bereavement Services Service, Annual Service Review Report 2024/25**

#### **Report contacts**

Alan Paul

Head of Property & Bereavement Service

Place Directorate

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# **Property & Bereavement Services**

## **Annual Service Review Report**

### **2025**

# Introduction

This report reflects the performance of Property & Bereavement Services for 2024/25. It covers the period April 2024 to March 2025, highlighting our delivery, progress, change and improvement plans for 2025/26.

We have considered our performance in relation to the council's policy priorities set out in the Plan for Fife; key indicators; financial and workforce pressures and how we compare in relation to other similar services in other Scottish councils, through the Local Government Benchmarking Framework (LGBF).

Individual service indicators and results are published online in advance of this annual review to facilitate scrutiny and feedback.

These are available at [www.fife.gov.uk/councilperformance](http://www.fife.gov.uk/councilperformance)

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<b>Our People</b>	<b>5</b>
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## Contact information

For further information or discussion please contact:

**Alan Paul**

Head of Property & Bereavement Services

[alan.paul@fife.gov.uk](mailto:alan.paul@fife.gov.uk)

Please note, performance data can run behind the period of this report. This is due to data gathering requirements including national benchmarking. The most up-to-date information available has been used to inform this report.

# Service overview

The Property Service vision is to lead effective management of our estate through use of our land and property assets to deliver better outcomes, empower communities and leverage economic stimulus. Our work is delivered through a number of areas: -

## Property Services

- Asset Management and Estates. Coordinates the council's approach to strategic management of land and properties, providing information and property advice to council services. Our Affordable Housing team also forms part of this business unit and delivers new council housing, providing much-needed homes for our tenants and housing applicants.
- Professional Services. Provides a project management service to council services and external partners, including construction design, financial management, project administration, quality assurance and PPP contract monitoring. Component Replacement also forms part of this teams' activities with a rolling programme of repair and improvement works to the existing Council housing stock
- Building Management. Provides a range of services to ensure all operational non-domestic buildings are safe and fully compliant with legislation. This business unit also provides a planned preventative maintenance and reactive building repairs service, building services engineering design and an energy management service. The team also lead our response to meeting our net zero obligations in relation to our non-domestic estate (which typically accounts for approx. 2/3rds of the council's direct carbon footprint).

- Learning, Children and Families Estates: strategic management of the Learning and Children and Families Services estates. This includes the management and delivery of the capital investment programme, working closely with other key services to identify future requirements and corresponding investment priorities.

## Bereavement Services

Bereavement Services: provides respectful burial and cremation services that meets the needs of our customers. The service aims to promote, develop, manage and maintain Fife's Bereavement Services to the highest standards and ensure continual compliance and improvements to minimise impact on the environment through the services provided.

# Demand & Delivery Overview 2024/25

## Estates Team

- **Leasing activity**  
Management of over 1000 individual leases generating Income of £5.35m. This includes approximately 200 leases to local community organisations.
- **Property disposals**  
Income generation of £3.0m
- **Asset valuations**  
720 assets valued over the course the year.
- **Project activity**  
Engagement with landowners and agents to facilitate a broad range of corporate priorities for Services and the community directly.

## Affordable Housing Team

The financial year 2024/25 was another successful year for the Affordable Housing Team with 10 projects completing during the year.

- **Homes started**  
Fife Housing Alliance 288 units (of which FC 203)
- **Homes completed**  
Fife Housing Alliance 367 (of which FC 264)

## Net Zero Programme

<b>Period</b>	April 2023 – March 2025
<b>Programme Budget</b>	<b>£13.57m</b> <ul style="list-style-type: none"> <li>● Spend 23/24 - £2.043m</li> <li>● <b>Spend 24/25 - £4.603m</b> (excluding SG grant spend of £2.4m)</li> </ul>
<b>Main Contractor:</b>	Alternative Heat

## Corporate Planned Maintenance

<b>Location:</b>	Fife Wide
<b>Start Date:</b>	April 2024
<b>Completion Date:</b>	March 2025
<b>Programme Cost</b>	£16m
<b>Main Contractor</b>	Various

	Budget	Spend	%
<b>Revenue</b>	£13.961m	£13.129m	94%
<b>Capital</b>	£4.070m	£2.948m	72%
<b>Combined</b>	£18.031m	£16.077m	89%

2024/25, a total of **21,539 works requests** were instructed against the Corporate Planned Maintenance Budgets (Capital and Revenue), resulting in a total spend of **£16m**.



**Over 1,000**  
leases managed



**367 homes**  
completed



**21,539**  
works requests

# Our People



## Headcount and full time equivalent (FTE) by service in 2024/2025:

- Property - 148 headcount / 145.1 FTE.
- Bereavement – 51 headcount / 51 FTE.

## Workforce Profile by service in 2024/2025

- Property – workforce is predominantly full time and permanent. Over 20% of the workforce are female.
- Bereavement – workforce is predominantly full time and permanent. 5.9% of employees are female.

## The average workforce age for Fife Council is 44.8 years in 2024/2025.

Service comparisons are confirmed below:

### Property

- Average workforce age is 47.9, above the council average.
- Average age of leavers is 57.3, new starts is 40.1. This has contributed to reducing the workforce age profile.
- 4.5% of the workforce is aged 24 and under.

### Bereavement

- Average workforce age is 47.2, above the council average
- Average age of leavers is 45.2, new starts is 42.1. This contributed to reducing the workforce age profile.
- 2% of the workforce is aged 24 and under

## Fife Council turnover rate is 10.8% overall. In 2024/2025:

### Property

- Turnover rate is 12.8%. This is above the council average.
- Almost 80% of leavers were aged 55 and over. The top reported leaver reason was retirement.

### Bereavement

- Turnover rate is 19.6%. This is above the council average and partly attributed to a seasonal workforce
- 50% of leavers were aged 55 and over. The top reported leaver reason was resignation.

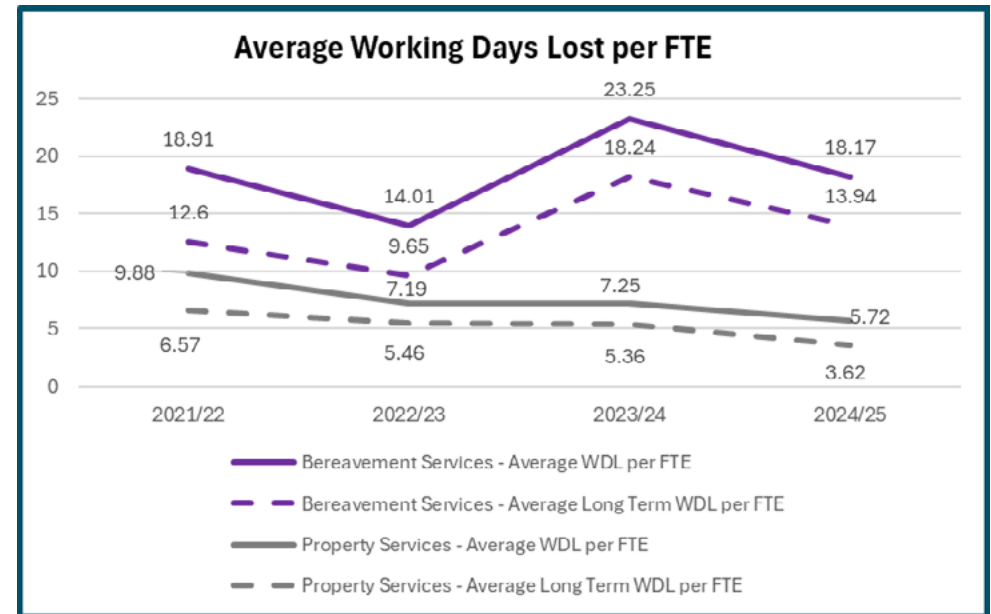
**Average working days lost per FTE (WDL) to sickness absence in Fife Council during 2024/2025 was 14.75, short term absences (under 28 calendar days) account for 4.02 days.**

### Property

- Average WDL in 2024/2025 is 5.72 days, long-term absences account for 3.62 days, and short-term absences account for 2.10 days. This is below the council average.

### Bereavement

- Average WDL in 2024/2025 was 18.17 days, long-term absence account for 13.95 days, and short-term absence account for 4.22 days. Although it exceeds the council average, there has been a reduction since 2023/2024.



# Our Budget



- The budget above represents the combined Property Services and Cemeteries & Crematoria position.
- **Staff Costs** - The underspend mainly relates to non-filling of vacancies and staff turnover. This underspend is partly offset by an under-recovery of the internal fee income.
- **Property Costs** - The underspend mainly relates to the Energy Management Revolving Fund (EMRF). In previous years, this budget was considered on a standalone basis out with the Property Service budget and any underspend rolled over to the next financial year. Whilst the EMRF budget for 24/25 was circa £2.339m, this included the sum of £1.371m which was carried forward from previous years. Significant staff resource was invested in 24/25 to raise the profile of EMRF and to engage with Services to maximise its use. Whilst on paper the budget was fully committed, despite best efforts many projects will not actually be delivered until 25/26. In previous years this would have been acceptable, however as a decision was made by Committee during the course of 24/25 that the EMRF funding roll-over would be decommitted, the capacity to deliver many of these worthwhile projects may be lost.
- Bereavement Services continues with a break-even situation; expenditure primarily being offset by the income from the Services activities.

	Budget 24/25 £m	Provisional Outturn £m	Variance £m
■ Cemeteries & Crematoria	(0.007)	(0.146)	(0.139)
■ Property Services	3.303	1.384	(1.919)
<b>Net Expenditure</b>	<b>3.296</b>	<b>1.238</b>	<b>(2.058)</b>

	Budget 24/25 £m	Provisional Expenditure / (Income) £m	Variance Overspend / (Underspend) £m
■ Staff costs	12.075	11.119	(0.956)
■ Property Costs	2.837	1.396	(1.441)
■ Transport Costs	0.366	0.435	0.069
■ Supplies & Services	1.401	0.998	(0.403)
■ Support Service Charges	0.055	0.202	0.146
<b>Total Expenditure</b>	<b>16.734</b>	<b>14.149</b>	<b>(2.585)</b>
■ Internal Income	(7.935)	(7.559)	0.375
■ External Income	(5.503)	(5.351)	0.152
<b>Total Income</b>	<b>(13.438)</b>	<b>(12.911)</b>	<b>0.527</b>
<b>Net Expenditure</b>	<b>3.296</b>	<b>1.238</b>	<b>(2.058)</b>

# Our Risks

We have identified, track and manage a number of risks that would have an impact on service delivery. These tend to be ongoing risks with a range of control measures in place. We have also identified specific mitigating actions and will report on progress against this next year.

Risks are formally recorded in the strategic risk register and reported on annually. Robust processes are in place to review and assess risks regularly and action is in place to manage them including escalation procedures if required.

## Property Services

Risk	Mitigating Action
<b>Loss of key buildings</b>	We have a programme of building inspections to identify condition, anticipate failures and implement planned maintenance. Awareness raising and promotion of potential risks to Service occupiers through the Corporate Property Compliance Group
<b>Loss of ICT/ comms</b>	Our biggest risk would be the loss of Civica Property Management (CPM). Service agreement provides that the system would be down for a very short period of time. A Business Continuity plan with detailed processes to be adopted in the eventuality that we suffered the loss for a shorter period.
<b>Workforce Challenges (Protective)</b>	Continued investment in training for existing staff to support succession planning, recognising the age profile we continue to invest in trainees and apprentice programmes, with the appointments reducing the average age of the Service.

Risk	Mitigating Action
<b>Health &amp; Safety</b>	In addition to the corporate safety training the Service has a range of compulsory H&S training in place for staff. Most staff within the Service attend CDM training as appropriate to their role. PPE appropriate to the role is also provided.
<b>Data/records management</b>	The Service continues to invest resources to ensure systems are reliable and resilient. The Service do however intend to prioritise a thorough review of data over the next year. Recent staff recruitment will allow the Service to ensure a more robust knowledge of all systems is maintained moving forward.
<b>Safety of land, structures and operational non domestic buildings</b>	The Service employ a Compliance Team who manage and monitor legislative obligations and provide support to occupying Services. A Corporate Buildings Compliance group has been re-established to ensure that Persons in Control are fully aware of their obligations.



# Our Risks

## Bereavement Services

Risk	Mitigating Action
<b>Workforce Challenges</b>	An aging workforce is recognised as a risk, through natural progression younger staff are being employed.
<b>Legal &amp; Regulatory compliance folder</b>	Bereavement Services are highly regulated through various legislation and continue to meet these requirements and provide a high standard service.
<b>ICT failure</b>	Changes to software systems now held remotely provide more continuity for the Service in the event of ICT failure.
<b>Health &amp; Safety</b>	Regular Health & Safety meetings are held with input from unions, staff and Corporate H&S. Service meets all H&S requirements necessary.
<b>Capacity (crematoria &amp; graveyards)</b>	Capacity in some cemeteries is a challenge. The Cemeteries Strategy 2023-2027 sets out priorities on how these challenges will be met.

Risk	Mitigating Action
<b>Maintenance of assets &amp; infrastructure</b>	Bereavement Services ensures assets and infrastructure are regularly inspected and maintenance carried out as required. Ongoing projects in place to ensure aging infrastructure in older cemeteries addressed.
<b>Processing of cremations</b>	Bereavement Services holds quality management accreditation ISO 9001:2015 which ensures that a high standard of administration is maintained.
<b>Stability of cemetery memorials</b>	Headstone Inspection Scheme continues to work through the 115 cemeteries and churchyards in Fife ensuring any unstable memorials are made safe in an appropriate manner and meeting industry and legislative guidelines.
<b>Data/records management</b>	Due to the nature of the Service the management and records management is highly regulated and meets corporate and legislative requirements.

# Performance assessment - Priorities & progress

## Introduction - service delivery context and challenges

Property Services lead the effective management of non-domestic land and property assets to support better outcomes including community empowerment. Our work supports a number of key corporate programmes including Building Fife's Future (investment in the learning estate), the Care Home Replacement Programme, the Affordable Housing Programme, Net Zero Investment in our estate and the delivery of other key investments in our community and cultural assets and across our business and employment estate. The Service also supports operational aspects of the Council estate, including the stewardship, repair and maintenance of Council assets and provides information and property advice to council services.

Bereavement Services discharge the council's legal responsibility to provide and regulate cemeteries and make appropriate provision for the care and disposal of the dead. The Service's vision is that our 'cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation.' Additionally, the service has responsibility for the management and operation of both Kirkcaldy and Dunfermline Crematoria.

## Priorities & progress

### Priority 1 - Placemaking and Decentralisation

Moving towards a place-based approach aims to support future needs and enhance decentralised decision-making. Working in close collaboration with other services and partners is key to ensuring the right assets are in place to support community needs, better stewardship of our assets and opportunities to improve service provision through co-location. Specific areas of work which will contribute to this priority include:

- Replacement of Inverkeithing HS – construction work has commenced with completion scheduled to allow opening for the Autumn 2026 school term.
- Working closely with Planning Services to create additional primary schools to support planned housing development, as outlined in the LDPs.
- Continuation of Cupar care village and development of proposals for Anstruther.
- Housing both Component Replacement and New Build Affordable Housing.
- Delivery of Templehall Community Hub Project.
- Delivery of Levenmouth Business Units Phase 2, the refurbishment of buildings in Flemington Road and John Smith Business Park business units.

# Performance assessment - Priorities & progress

## Priority 2 - Public Sector Reform

The Service will continue to focus on increasing collaboration with partner organisations to drive better outcomes and leverage resources for customers and communities. This approach is evidenced by the co-locations of NHS, Police Scotland, and Nature Scot staff within Council facilities. Our ambitious “One Fife” collaborative approach to placemaking and asset stewardship is exemplified by the liaison with Fife College in the creation of the Dunfermline Learning Campus.

## Priority 3 - Net Zero and Sustainability

There is a whole-system approach to achieving net zero commitments including investments in energy-efficient buildings and reductions in non-core assets.

The Service also aims to support local energy generation and decarbonisation strategies to meet sustainability goals.

In addition to the key programmes and projects identified above, Property Services will continue to manage the council assets to ensure that buildings remain fully compliant and available for Council Services to deliver their core services to the residents of Fife.

## Priority 4 - Compliance

Compliance with our statutory requirements and adoption of best practice in the management of our assets is core to the work of Property and Bereavement Services, and is supported by a range audit and improvement activity (to include, for example the adoption by Bereavement Services of BSI 9001) to ensure that at all times, our assets and safe and our obligations in relation to health and safety are met.

# Performance assessment - Priorities & progress

## Priority 1 Placemaking & Decentralisation

We are progressing a range of strategic infrastructure projects to support communities and economic growth. Key education developments include the delivery of Dunfermline Learning Campus, refurbishment of Lochgelly South Primary School, and the commencement of construction at Caledonia High School. In adult care, the Cupar Care Village is on track for completion by November 2025. The Affordable Housing Programme continues in partnership with the Housing Service to address the Housing Emergency. Through the City Deal's I3 programme, innovative employment spaces are being developed in Levenmouth, Kirkcaldy, and Dunfermline. Additionally, investment in new community facilities is underway, including community hubs in Abbeyview and Templehall

## Progress

### Building Fife's Future

- **Dunfermline Learning Campus** - The £123m project to co-locate two Fife secondary schools, Woodmill High School and St Columba's RC High school, on a new state of the art learning campus alongside the new Fife College was completed in June 2024 and the new schools became operational in August 2024. The schools have been designed to accommodate a combined student roll of 2514. The two previous school buildings have since been demolished and the sites have cleared to support redevelopment. A placemaking framework for redevelopment of the sites has been prepared and marketing is underway.
- **Caledonia High School** – this £88m project will replace the existing Inverkeithing HS. Construction work started in June 2024 with completion targeted for June 2026. The construction work is progressing well and are on programme and budget.
- **Lochgelly South PS refurbishment** – £9m major refurbishment of Lochgelly South PS was completed on programme and budget to allow pupils to return to their school in August 2024, as planned.

### Care Home Replacement

- **Cupar Care Village** – The Cupar Care Village is the fifth project in Fife Council's care home replacement programme. This £15m state of the art investment will replace the aging Northenden Home and will provide a variety of local care services to the communities of Northeast Fife. Construction started in April 2024 and is due for completion in November 2025. The project remains on programme and on budget.

# Performance assessment - Priorities & progress

## Affordable Housing

- In partnership with the Housing and partners in the Fife Housing Alliance, we continued the successful provision of new council housing stock to help address the housing emergency. A total of 417 affordable homes were completed during the year. This was made up of 376 new build homes and 41 'Buybacks'/Open Market Shared Equity Homes

## City Deal Projects

- **Levenmouth Phase 2** - Construction of Levenmouth Phase 2 (5 new business units) started on site in February 2025. This £4.5m project was designed to support the broader regeneration of Levenmouth, with the aim of helping to create and sustain local jobs and businesses. The project is due for completion in early 2026.
- **Fife Interchange North, Dunfermline** – work continued on his groundbreaking £11m project to deliver 10 new industrial units to help accelerate inclusive growth and business innovation in Fife.

## Community Facilities

- **Abbeyview Community Hub** – The works were completed August 2024 on programme and on budget. This £7.5m project was a sustainable deep retrofit and extension to the disused Abbeyview Local Office to provide the community with a well-designed, modern and fit for purpose flexible community hub.
- **Templehall Community Hub** – Enabling works to the new Templehall Community Hub began at the end of 2024. Works were also completed to move the Community gym into their own premises.

## Look ahead 2025/26

### Building Fife's Future

- **Dunfermline Learning Campus** - In June 2025 DLC was confirmed as the World's largest passivhaus learning facility. It is also the UK's largest schools building and will become a model for European integrated learning campus (where learning journeys are mapped across schools, FE and HE provision) when the Fife College building opens later this year. Our approach to collaborative procurement of campus has been recognised at both Scottish and UK Award ceremonies, to include in relation to our class-leading approach to community wealth building.
- **Caledonia High School** – Construction work will continue with a completion date targeted for June 2026.
- **Balwearie High School** - a phased programme of refurbishment and upgrade works is planned. The first phase, which involved the relocation of the modular accommodation from the old Woodmill HS, was handed over in June and provides new Science and Support for Learning accommodation.

### Care Home Replacement

- **Cupar Care Village** – completion of this project in November 2025
- **Anstruther Care Home** – The Anstruther Care Village is the sixth project in Fife Council's care home replacement programme. Construction of the new facility is due to begin in September 2026 and is due for completion in March 2028.

# Performance assessment - Priorities & progress

## Affordable Housing

- It is anticipated that 340 new build affordable homes will be complete under the new build programme in 2025/26 excluding an estimated 50 Buybacks.

## City Deal Projects

- Levenmouth Phase 2** – Completion of these works in early 2026.
- Fife Interchange North, Dunfermline** – These works were completed in July 2025. These units achieved a Platinum rating for carbon dioxide emissions (energy performance certificate A rated). This means these units are amongst the most sustainable and energy efficient industrial buildings in the UK.
- John Smith Business Park** – Construction of new office style business units started on site in June 25. This £5.5m project is designed to support the broader regeneration of Kirkcaldy, with the aim of helping to create and sustain local jobs

## Community Facilities

- Templehall Community Hub** – Construction of the new £15m Community Hub commenced in May 2025 and is due for completion by April 2026. These works were advanced by one year due to the earlier than planned demolition of the Community Centre. The new Community Hub will be built to a Passivhaus standard and will be one of the most sustainable Community Hubs in the UK.
- Carnegie Hall Refurbishment** – Design work will commence in the Winter of 2025 for the £10m refurbishment of the Carnegie Hall.
- East Sands Leisure Centre** – Design work will commence in the Autumn of 2025 for the £6.5m refurbishment of East Sands Leisure Centre.

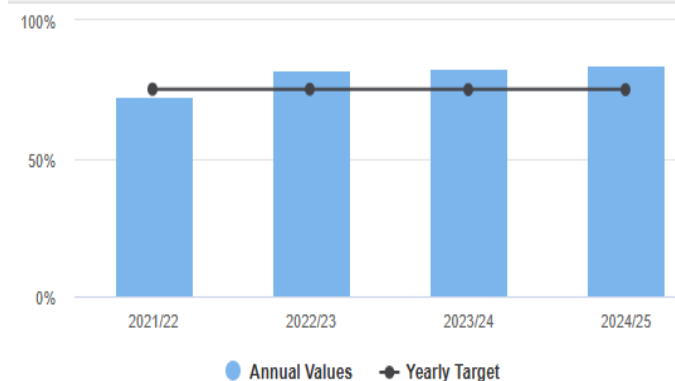
## Areas for improvement

Work with Communities Directorate to support localisation.

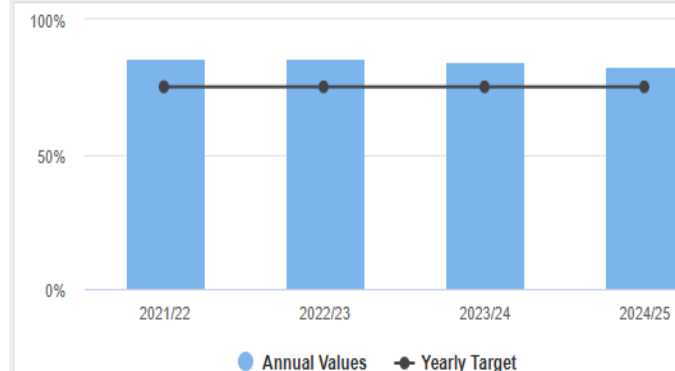
## Relevant KPI details

Regarding Project delivery we continue to focus on Quality/Time/Budget the last 2 being measured via KPI's

PS100 Property Services Projects Delivered on Time (%)



PS101 Property Services Projects delivered on budget (%)





# Performance assessment - Priorities & progress

## Priority 2

### Public Sector Reform – Asset Management

Work collaboratively to deliver more effective asset management of our corporate estate to include floorspace reductions

## Progress

- **Asset Management** – Over 2024/25 we successfully welcomed a range of partner organisations to our offices and depots across Fife. In total we accommodated approx. 400 staff from a variety of partner organisations, to include from NHS Fife, Nature Scot, Police and the Forestry Commission. One office at Wemyssfield Kirkcaldy was closed following staff relocation and the building is currently the subject of feasibility studies for reuse.
- We continue to carry out office utilisation surveys to ensure we make best use of our estate. Likewise, we continue to pursue discussions with partner organisations about workplace co-location opportunities. Where office space is reduced, for example in relation to the site of the former Rothesay House building in Glenrothes, we pursue potential opportunities to support low carbon redevelopment which will in turn complement proposals for the broader regeneration of Fife's towns and places.

## Areas for improvement

- Discussions to explore the scope for further co-location of partner organisations will continue to include through engagement with Scottish Government in support of the Single Scottish Estate initiative.
- Further consideration will be given to opportunities to improve the stewardship of our estate and to secure efficiencies and provide improved service to occupiers through the adoption of a Corporate Landlord Model.

# Performance assessment - Priorities & progress

## Priority 3 Net Zero and Sustainability

Programmed improvements to reduce the carbon emissions to help Fife council meet their Net Zero obligations in non-domestic buildings continue

### Progress

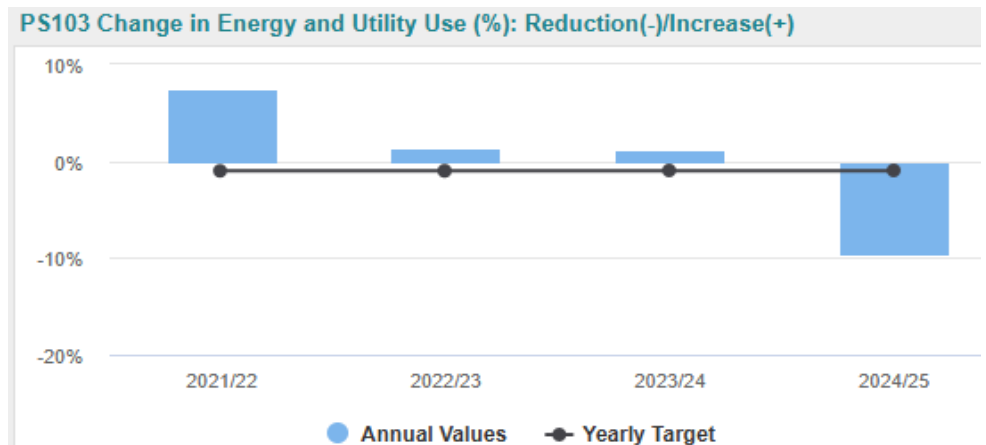
In 2024/25 works were completed at a further 10 facilities. This includes projects at St Andrews RC HS in Kirkcaldy and Beacon Leisure Centre in Burntisland, where £2.4m Scottish Government Funding was secured. The original Fife Council Pathway to Net Zero Capital budget was £13.57m and circa £6.9m remains allocated within the Capital Investment plan for the next 2 years.

### Areas for Improvement

The pipeline of projects has been rephased for delivery over this period and a further bid will be made to the Investment Strategy Board at the next opportunity. Fourteen projects are included within the 2025/26 programme, and these are progressing very well. We continue to seek external funding opportunities to supplement the programme, and a bid has recently been made for Scottish Government Grant of £1.59m against total anticipated costs of £2.43m for projects at 3 schools. We expect to hear if we have been successful in August and are primed to hit the ground running if we are given the opportunity.

## Relevant KPI details

Measures to reduce energy and utility use form a key part of our response to Net Zero. During 24-25 the replacement of 2 High Schools with a Passivhaus Learning Campus has been one key activity along with investing in numerous net zero compliant retrofit projects.





# Performance assessment - Priorities & progress

## Priority 4 Statutory Compliance

We will implement the cemeteries' strategy and continue to improve the condition and resiliency of our existing cemeteries including the ongoing inspection of unsafe memorials throughout Fife. The commitment to improve our digital offer and resilience remains a priority

### Progress

- The Fife Cemeteries Strategy 2023-2028 was agreed at Cabinet Committee in August 2024. Work has begun on identifying and securing a new site to ensure future provision in the Cowdenbeath area. Extensions to Scoonie Cemetery, Leven and Cupar Cemetery were also scheduled for development.
- A new bereavement software system was successfully installed in 2022. Our use of the system continues to develop to provide a digital first approach to everything from records keeping and mapping, to the booking of cremations, and the issuing of works orders to our maintenance squads. A portal is now in operation allowing Funeral Directors to book cremations remotely and/or outside office hours. Work is ongoing to develop this further to also allow the booking of burials through the portal.
- The Service continues to address the issue of unstable memorials within cemeteries. During 2024/2025 over 11000 inspections took place with 20% make safe actions being required. From the start of the inspection scheme in 2018 over 50k inspections have taken place and remedial work has been completed at 36 burial grounds.

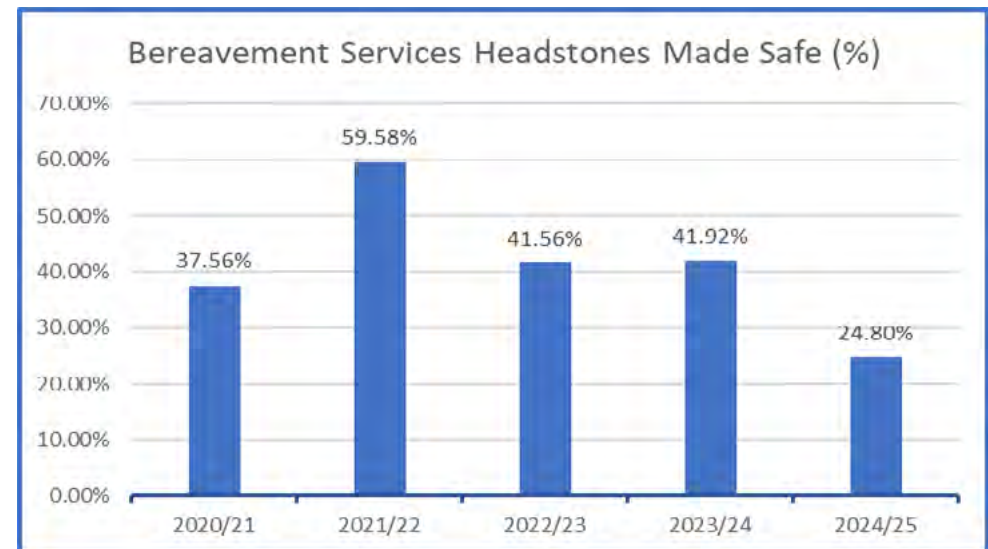
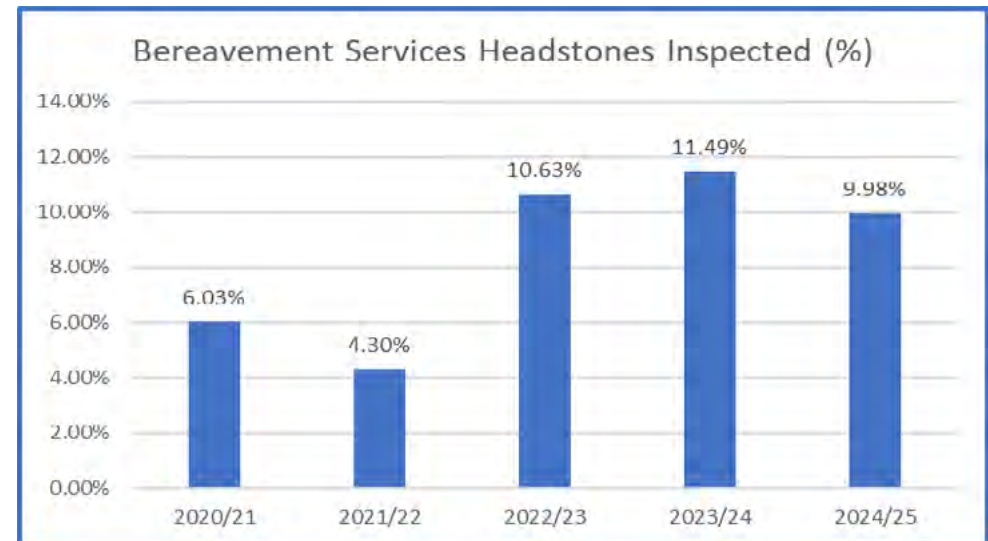
### Areas for Improvement

- Further roll out of work against the cemetery's strategy
- Continue with headstones assessments
- Continue to develop the Plotbox system

# Performance assessment - Priorities & progress

## Relevant KPI details

The headstone inspection scheme records the number of headstones inspected and of those inspected how many required make safe remedial action. The trend downward at present shows that the cemeteries most recently inspected had a lower failure rate than the initial cemeteries which were identified as higher priority.



# Performance assessment – Operational delivery

## Overview of progress

**13** OK **1** Warning **6** Alert

All results against key indicators can be found in Appendix 1 and online at [www.fife.gov.uk/councilperformance](http://www.fife.gov.uk/councilperformance) to facilitate feedback and scrutiny.

## Progress

We are responsible for 2 Local Government Benchmarking Framework (LGBF) indicators, The latest set of LGBF data published covers 2023/24.

More detail can be found at [www.improvementservice.org.uk](http://www.improvementservice.org.uk)

Performance Indicator	2020/21	2021/22	2022/23	2023/24
% of operational buildings that are suitable for their current use (LGBF)	82.90%	83.90%	83.70%	83.80%
% of internal floor area of operational buildings in satisfactory condition (LGBF)	88.90%	90.70%	92.20%	91.10%

### Proportion of operational buildings that are suitable for current use %

- There has been a slight increase from the reported score in 2022/23 compared to the year under review.

### Proportion of internal floor area of operational buildings in satisfactory condition %

- There has been a drop from the reported score in 2022/23 compared to the year under review. Benefit from improvements and new builds has been offset by closures and deterioration of a few properties from refreshed surveys.

# Performance assessment – Operational delivery

## Challenges

Challenge	Mitigating Action
<b>Workforce profile - aging workforce, loss of knowledge, recruitment and retention</b>	<ul style="list-style-type: none"> <li>● Leadership development and trainee posts to maximize knowledge retention and build resilience</li> <li>● Succession planning to ensure critical knowledge is retained.</li> </ul>
<b>Managing the level of demand across a large-scale, complex and diverse estate</b>	<ul style="list-style-type: none"> <li>● Prioritisation of resource based on strategic priorities and asset data, including condition and utilisation.</li> <li>● Asset rationalisation, where possible, to reduce the number of operational facilities</li> </ul>
<b>Construction inflation- rising costs can significantly impact on the project</b>	<ul style="list-style-type: none"> <li>● Reviewing commissioning processes and adopting agile approaches to project delivery can help manage challenges like construction inflation.</li> <li>● Embedding community wealth building in major projects and leveraging social value is a priority</li> </ul>
<b>Climate emergency- drive toward Net Zero and a sustainable estate</b>	<ul style="list-style-type: none"> <li>● Where possible, sustainable technologies are built into designs for new build or refurbishment projects</li> <li>● Reducing our energy consumption and retrofitting our estate to meet Net Zero obligations</li> <li>● Asset rationalisation, to reduce the number of operational facilities and improve utilisation and efficiency</li> </ul>

# Our year ahead

## Priorities for 2025/26

The effective strategic planning and management of our property assets is vital to the effective delivery of Council services. Property Services play a major role in a number of key corporate programmes and initiatives and will be a key focus for the Service over the next 3 years.

### Priority 1 - Placemaking and Decentralisation

Moving towards a place-based approach aims to support future needs and enhance decentralised decision-making. Working in close collaboration with other Services and partners is key to ensuring the right assets are in place to support community needs, better stewardship of our assets and opportunities to improve service provision through co-location.

The Place Programme is one of the 4 transformational corporate change programmes agreed by the Council. The programme aims to better join up and coordinate services focused on a local area, with the Kirkcaldy area being the first pilot in this new way of working.

The regeneration of Kirkcaldy will focus on improved outcomes to tackle long standing issues including poverty, homelessness, low employment levels, economic inactivity and poor health outcomes. An ambitious programme will be developed to create a sustainable, inclusive and prosperous place.

Specific areas of work which will contribute to this priority include:

- Demolition of the two multistorey car parks at the Esplanade.
- Replacement of Inverkeithing HS – construction work has commenced with completion scheduled to allow opening for the Autumn 2026 school term.
- Working closely with Planning Services to create additional primary schools to support planned housing development, as outlined in the Local Development Plans.
- Continuation of Cupar care village and development of proposals for Anstruther.
- Housing both Component Replacement and New Build Affordable Housing programme.
- Delivery of Templehall Community Hub Project.
- Delivery of Levenmouth Business Units Phase 2, the refurbishment of buildings in Flemington Road and John Smith Business Park business units.

### Priority 2 - Public Sector Reform

The Service will continue to focus on increasing collaboration with partner organisations to drive better outcomes and leverage resources for customers and communities. This approach is evidenced by the colocations of NHS, Police Scotland, and Nature Scot staff within Council facilities. Our ambitious “One Fife” collaborative approach to placemaking and asset stewardship is exemplified by the liaison with Fife College in the creation of the Dunfermline Learning Campus.

## Priority 3 - Net Zero and Sustainability

There is a whole-system approach to achieving net zero commitments including investments in energy-efficient buildings and reductions in non-core assets.

The Service also aims to support local energy generation and decarbonisation strategies to meet sustainability goals.

## Priority 4 – Statutory compliance

Property Services will continue to manage the council assets to ensure that buildings remain fully compliant and available for Council Services to deliver their core services to the residents of Fife.

## Priority 5 – Bereavement Services

Bereavement Services will continue to progress the aims of the Cemeteries Strategy 2023 - 2028 by working towards development of extensions and new cemetery sites where need has been identified. This primarily includes the acquisition of a new site for Cowdenbeath area, development of extensions for Cupar Cemetery and Scoonie Cemetery, Leven.

Bereavement Services are also liaising with Kinghorn Community Land Association and will provide administrative, and operational support for their Wild Meadow Eco Cemetery beside Kinghorn Loch which is scheduled to open in late 2025.

Upgrade work at Kirkcaldy Crematorium is also planned over 2025/2026 where new glazing is to be installed and the public facing parts of the building are to be upgraded to continue to provide a high-quality cremation service to residents of Fife and further afield.

# Reference links

- [Property Services Achievements Report 2024/25](#)













## Case Studies

- [Dunfermline Learning Campus: Creating Opportunities for Everyone in Fife](#)
- [Riverside Park: A Community-Led Transformation in Glenrothes](#)





# Appendix 1 - Key Performance Indicators

Key KPI Status:  OK  Warning  Alert  Data only  Unknown Trend:  Improving  No change  Getting worse

## Objective PSBV Customer

Performance Indicator	2020/21	2021/22	2022/23	2023/24	2024/25	Target	Status	Trend
Bereavement Services Customer Satisfaction (%)	99.10%	99.50%	99.30%	99.10%	99.40%	98%		
Bereavement Stage 1 Complaints actioned < 5 days	100%	100%	91%	100%	96%	90%		
Bereavement Stage 2 Complaints actioned < 20 days	100%	100%	DIV/0	0%	100%	85%		
Property Services Client Satisfaction (%)	82.70%	85.50%	84.40%	86.10%	89%	80%		
Property Services Stage 1 Complaints actioned < 5 days	100%	100%	63%	86%	78%	90%		
Property Services Stage 2 Complaints actioned < 20 days	50%	DIV/0	100%	100%	100%	85%		



























## Objective PSBV LGBF

Performance Indicator	2020/21	2021/22	2022/23	2023/24	Family Group Av 2023/24	Target	Status	Trend
% of operational buildings that are suitable for their current use (LGBF)	82.90%	83.90%	83.70%	83.80%	90.70%	86.10%		
% of internal floor area of operational buildings in satisfactory condition (LGBF)	88.90%	90.70%	92.20%	91.10%	88.30%	89.70%		



Key KPI Status:  OK  Warning  Alert  Data only  Unknown Trend:  Improving  No change  Getting worse


## Objective PSBV Resources

Performance Indicator	2020/21	2021/22	2022/23	2023/24	2024/25	Target	Status	Trend
Bereavement Services - Average WDL per FTE	DIV/0	18.91	14.01	23.25	18.17	23.2		
Bereavement Services - Average Long Term WDL per FTE	DIV/0	12.6	9.65	18.24	13.94	18.1		
Bereavement Services Workforce who are Female (%)	5.60%	5.90%	6.10%	5.80%	5.90%	N/A		
Bereavement Services Workforce who are Full-time (%)	98.10%	100%	100%	100%	100%	N/A		
Bereavement Services Workforce who are Permanent Employees (%)	77.80%	80.40%	85.70%	80.80%	80.40%	N/A		
Bereavement Services Employees aged 24 and under (%)	5.60%	3.90%	4.10%	1.90%	2%	N/A		
Bereavement Services Employees aged 29 and under (%)	9.30%	11.80%	12.20%	11.50%	9.80%	N/A		
Bereavement Services Employees aged 55 and over (%)	25.90%	31.40%	30.60%	28.80%	27.50%	N/A		
Bereavement Services Number of Voluntary Redundancies (FTEs)	0	0	0	0	0	N/A		
Bereavement Services Number of WYI Bids	0	0	0	0	0	N/A		
Bereavement Services Number of WYI Programme new starts	0	0	0	0	0	N/A		
Bereavement Services Employee Turnover				30.77%	19.61%	10%		
Capital Receipts Income from disposal of Council assets (£M)	£3.1M	£7.185M	£11.27M	£3.507M	£3.138M	£1.387M		

Key

KPI Status:

 OK


 Warning

 Alert


 Data only





























 Unknown

Trend:

 Improving















 No change

 Getting worse

Performance Indicator	2020/21	2021/22	2022/23	2023/24	2024/25	Target	Status	Trend
Maintenance Expenditure v Budget (% Variance) : Underspend(-)/Overspend(+)	-12.02%	-9.67%	16.13%	0.53%	-5.96%	0%		
Property Services - Average WDL per FTE	DIV/0	9.88	7.19	7.25	5.72	7.1		
Property Services - Average Long Term WDL per FTE	DIV/0	6.57	5.46	5.36	3.62	5.3		
Property Services Workforce who are Female (%)	24.30%	19.50%	26.20%	25.50%	21.10%	N/A		
Property Services Workforce who are Full-time (%)	90.40%	88.30%	88.70%	90.20%	95%	N/A		
Property Services Workforce who are Permanent Employees (%)	91.20%	96.10%	97.20%	94.80%	91%	N/A		
Property Services Employees aged 24 and under (%)	1.50%	0.80%	2.10%	3.90%	4.50%	N/A		
Property Services Employees aged 29 and under (%)	3.70%	2.30%	2.10%	5.20%	9%	N/A		
Property Services Employees aged 55 and over (%)	35.30%	40.60%	39%	37.30%	29.60%	N/A		
Property Services Number of Voluntary Redundancies (FTEs)	0	0	0	0	0	N/A		
Property Services Number of WYI Bids	0	1	3	0	1	N/A		
Property Services Number of WYI Programme new starts	2	0	3	0	1	N/A		
Property Services Employee Turnover				7.38%	14.57%	10%		
Property Services Staff Training (days per FTE)	1.6	3.2	2.7	4.3	3.9	3		

Key KPI Status:  OK  Warning  Alert  Data only  Unknown Trend:  Improving  No change  Getting worse

## Objective PSBV Service Operations

Performance Indicator	2020/21	2021/22	2022/23	2023/24	2024/25	Target	Status	Trend
Bereavement Services Number of Direct Cremation Services	117	130	132	217	236	N/A		
Bereavement Services Headstones Inspected (%)	6.03%	4.30%	10.63%	11.49%	9.98%	20%		
Bereavement Services Headstones Made Safe (%)	37.56%	59.58%	41.56%	41.92%	24.80%	N/A		
Property Services Projects Delivered on Time (%)	53.50%	72.70%	81.80%	82.40%	83.90%	75%		
Property Services Projects delivered on budget (%)	84.30%	85.80%	85.50%	84.70%	82.40%	75%		
Variance in Gross Internal Area of operational offices and depots (%)	0.30%	-1.20%	-0.80%	-12.10%	0%	-3%		
Change in Energy and Utility Use (%): Reduction(-)/ Increase(+)	-13.20%	7.60%	1.30%	1.20%	-9.60%	-1%		

2 September 2025

Agenda Item No. 9

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## Underage Sales of Tobacco and Vape Products & The Disruption of Illicit Tobacco Supply Chains

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**Report by:** Nigel Kerr, Head of Protective Services

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**Wards Affected:** All Wards

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### Purpose

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To inform the committee of the ongoing enforcement activities undertaken by Trading Standards across Fife in relation to underage sales of tobacco and nicotine vaping products (NVPs), non-compliant NVPs, and illicit tobacco.

The report outlines the team's enforcement efforts, collaborative initiatives with partner agencies, and legislative developments, with the aim of protecting public health, safeguarding young people, and supporting a fair and lawful trading environment across Fife.

### Recommendation(s)

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The Committee is asked to:

- Note the contents of this report
- Support Trading Standards in the continued delivery of a targeted enforcement strategy in relation to underage sales, non-compliant NVPs, and illicit tobacco.
- Recognise the importance of sustained enforcement and the need for adequate Trading Standards resources to manage the expanding enforcement responsibilities under new legislation, including the Environmental Protection (Single-Use Vapes) Scotland Regulations 2024 and the anticipated Tobacco and Vapes Bill.
- Support continued partnership efforts with HM Revenue & Customs (HMRC) and other agencies in tackling the supply of illicit tobacco to protect public health.

### Resource Implications

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The enforcement of tobacco and vape legislation is carried out within the existing Trading Standards resources. Recruitment challenges have impacted on capacity but despite these pressures, the service remains committed to fulfilling its statutory obligations.

### Legal & Risk Implications

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Fife Council has a statutory duty under legislation, including section 26 of The Tobacco and Primary Medical Services (Scotland) Act 2010, which requires the enforcement of restrictions on underage sales of tobacco and Nicotine Vapour Products (NVPs); Section 94 of the Trade Marks Act 1994, which enables action against counterfeit goods, including illicit tobacco; and various consumer product safety regulations that ensure the safe sale of goods, including

vaping devices. Additionally, the Environmental Protection (Single-Use Vapes) (Scotland) Regulations 2024, which came into force on 1 June 2025, prohibit the supply of single-use vapes.

Further regulatory changes are anticipated within the next 12 to 18 months with the introduction of the Tobacco and Vapes Bill.

### **Impact Assessment**

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An equalities assessment is not required as the report does not propose a change to any existing policy at this time.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcomes caused by socioeconomic disadvantage when making strategic decisions. There are no negative impacts identified as part of this work as it will aim to protect and enhance health and wellbeing for all.

### **Consultation**

The Head of Finance has been consulted on this report.

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## 1.0 Background

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- 1.1 Trading Standards is responsible for enforcing legislation concerning a range of age restricted products. These include tobacco, NVPs, fireworks, spray paints, computer games, solvents and butane gas.
- 1.2 Smoking continues to pose a significant threat to public health. Trading Standards play a key role in delivering the objectives of the Scottish Government's Tobacco Control Strategy ([3. Tobacco Control Policy in Scotland – Background - Tobacco and vaping framework: roadmap to 2034 - gov.scot](#)). To support this work, the Scottish Government has allocated specific funding to local authorities to aid effective enforcement of all legislative provisions relating to tobacco and NVPs. LAs receive £40K year on year grant funding for the enforcement of the sale and purchase of Nicotine Vapour Products (NVP) which goes towards funding the salaries of the officers who carry out this work. This enforcement activity is undertaken in accordance with the Enhanced Tobacco Sales Enforcement Protocol (ETSEP), which aims to provide a consistent framework for local authority action across Scotland.
- 1.3 Local Authority Trading Standards are required by Scottish Government to:
  - Carry out advisory visits to a minimum of 20% of all registered retailers of tobacco products and NVPs annually; and
  - Undertake test purchasing exercises targeting underage sales at a minimum of 10% of these registered retailers annually.
  - Fife has a total of 658 premises registered to sell tobacco and/or vapes.
- 1.4 The Environmental Protection (Single-use Vapes) (Scotland) Regulations 2024 came into effect on 1 June 2025, bringing single-use vaping devices under regulatory control. This has resulted in additional responsibilities for Trading Standards. By prohibiting their supply, the regulations also aim to address the environmental impact of single use vape and reduce littering. There may be some additional funding to come from Scottish Government through the Settlement and Distribution Group to support new responsibilities arising from these regulations 2024. However, this may only amount to around £12K for Fife (from a one-off payment of £300,510 for Scotland) as it is based on the number of tobacco and vape retailers in each LA.
- 1.5 The absence of regulation on the display and flavouring of NVPs has contributed to brightly packaged, youth-oriented marketing. This concern is amplified by the rapid growth of low cost, NVPs, which risks undermining their role in smoking cessation. NVPs should not be promoted in ways that appeal to non-smokers, especially young people. As with tobacco, it is illegal to sell or supply these products to individuals under 18. While considered generally less harmful than smoking, vaping still carries risks, including nicotine addiction and unknown long term health effects.
- 1.6 The UK has some of the highest tobacco taxation levels globally, aiming to discourage smoking by making tobacco products less affordable. This approach has contributed to a decline in smoking rates however, the availability of illegal tobacco poses a significant challenge to these efforts. The illicit trade offers a low-cost alternative that can be more accessible to the public, including young people, who might otherwise be discouraged from smoking due to the price.
- 1.7 Introduced in 2019, the UK's Tobacco Track and Trace system aims to disrupt the illegal tobacco trade by making smuggling and counterfeiting more difficult. In the 2020 Budget, the UK government committed to stronger sanctions targeting the sale of illicit tobacco, particularly by repeat offenders. This included increased investment to enhance collaboration between HMRC and local Trading Standards authorities. Appendix 1 explains the Tobacco Track and Track Security System in more detail.
- 1.8 Fife Council's tobacco and NVP enforcement strategy includes the following:

- **Guidance & Advice to businesses:** retailers receive guidance on tobacco and NVP laws, focussing on underage sales prevention and the Council's enforcement commitment.
- **Investigating complaints:** all complaints of underage sales are investigated, with appropriate and proportionate responses.
- **Fixed Penalty Notices (FPNs):** where a business has been subject to advice and there are breaches of legislation, FPN's can be issued at £200 per offence or at a discounted amount of £150 if paid within 14 days. Offences may include underage sales, failure to register with Scottish Government as a tobacco/NVP business, failure to operate an age verification policy, having tobacco on open display and failure to display the legally required tobacco display notice.
- **Banning Orders:** Businesses breaking the law three times within a rolling 2-year period may be subject to a banning order.
- **Enforcement test purchasing programme:** this involves covert test purchasing exercises involving underage volunteers. Our test purchasing procedure follows the Society of Chief Officers for Trading Standards in Scotland (SCOTSS) 'Guidance for Local Authority on Test Purchasing Age Restricted Products'.

#### 1.9 **Enforcement activity reports for tobacco and related products:**

For the financial year 2025/26, the following targets have been set by Scottish Government.

- Advisory visits of 125 tobacco/NVP retailers in Fife, providing business advice in relation to legal obligations (20% of 624 registered tobacco/NVP retailers in Fife)
- Carry out covert test purchasing visits at a minimum of 63 tobacco/NVP retailers (10% of 624 tobacco retailers in Fife)

The targets are designed to promote compliance and encourage responsible conduct across the retail sector.

#### **Enforcement Activity Report (2025/26 – 1<sup>st</sup> quarter results so far)**

- Total number of tobacco & NVP advisory visits so far 59
- Test purchasing
  - Tobacco test purchase attempts 2 - of those 0 sold to the underage volunteer
  - NVP test purchase attempts 16 - of those 4 sold to the underage volunteer
  - Total number of Fixed Penalty notices issued 8.
  - Test purchase failure rate: 22%
- Number of complaints received about banned single use vapes – 5 (only 1 was justified)

#### **Enforcement Activity Report (2024/25)**

- Total number of tobacco advisory visits 68
- Total number of NVP advisory visits 64
- Test purchasing
  - Tobacco test purchase attempts 6 - of those 0 sold to the underage volunteer
  - NVP test purchase attempts 41 - of those 9 sold to the underage volunteer
  - Total number of Fixed Penalty notices issued 14
  - Test purchase failure rate: 19%
- Total number of illegal NVPs seized 631

#### **Enforcement Activity Report (2023/24)**

- Total number of tobacco advisory visits 78
- Total number of NVP advisory visits 60

- Test purchasing
    - Tobacco test purchase attempts 16 - of those 0 sold to the underage volunteer
    - NVP test purchase attempts 33 - of those 6 sold to the underage volunteer
    - Total number of Fixed Penalty notices issued 8
    - Test purchase failure rate: 12%
  - Total number of illegal NVPs seized 2238
- 1.10 Enforcement efforts, including business advice and test purchasing, were heavily affected by the COVID-19 Pandemic. Underage sales exercises faced ongoing disruption due to difficulties recruiting eligible volunteers, as previous participants had aged out and new enrolments require detailed risk assessments. Test purchasing is resource intensive, involving at least 3 officers, pre-assessment visits, and can only be conducted outside school term times.
- 1.11 Evidence to date shows there are more sales of vapes than cigarettes.
- 1.12 The number of registered tobacco and NPV retailers in Fife is subject to continual change, as it reflects both new business registrations and the remove of businesses that no longer carry-on tobacco or NVP trade.

### **Illicit Tobacco & NVPs**

- 1.13 Illicit tobacco is unfortunately more affordable and is sold for approximately less than half the price of legal products. 20 cigarettes can be purchased for around £5 or £6 compared to £15.26, and hand rolling tobacco for around £16 for a 50g pouch as opposed to £20.55.
- 1.14 NVPs have a legal capacity of a maximum of 2ml tanks (the part of the vape containing the liquid that is vaped). Illicit NVPs exceed the 2ml limit and often have a tank size in excess of 10ml or more.
- 1.15 Operation CECE - is joint initiative between Trading Standards departments and HMRC which started in 2021. Scotland has seen significant success in some local authorities with Operation CeCe, Fife being one of them. The primary objective is to reduce the availability of illicit tobacco and to disrupt the criminal networks responsible for its distribution. The initiative employs intelligence gathering which informs targeted enforcement actions. These actions frequently utilise specially trained tobacco detection dogs capable of finding concealed tobacco, including in locations such as behind walls, within fridges, inside toilets, or mixed with legitimate stock. It is noted that some retailers attempt to evade detection by applying substances such as chilli powder to mask the scent and hinder the dogs' effectiveness.
- 1.16 HMRC Sanctions – from July 2023, enhanced enforcement powers allow for civil penalties of up to £10,000.00. Penalty banding is based on the volume of product held and the number of previous contraventions.
- 1.17 Appendix 2 details the amount of tobacco seized between 2022 and 2025, including the number of premises visited. From the results, there is a significant increase in seizures in the number of illicit tobacco/cigarettes seized, particularly between 2023-24 (26,420 cigarettes) and 2024-25 (479,560 cigarettes). This sharp increase may reflect the enhanced enforcement activity, improved intelligence through the OP CECE initiative, or a surge in illicit trade. The exponential increase in seizures highlights the need for sustained enforcement efforts and targeted interventions.

### **Fife sanctions - results since 2023**

- Over the course of the OP CECE initiative, Fife have seized over 515,000 cigarettes (25,750 packets) and 67kg of hand rolling tobacco.



- 4 sanctions referrals submitted to HMRC to date. 3 of the 4 have been successful, with the 4<sup>th</sup> referral did not progress due to being unable to identify the responsible person.
- Referrals resulted in a total penalty value of £22,500.00.
  - Trader A was subject to 2 penalties (£2,500.00 for the first penalty and £10,000.00 for the second).
  - Trader B received a penalty of £10,000.00.
- HMRC have also made funding available to LAs who carry out this enforcement work for the officer time spent on Op CeCe, which can be claimed through SCOTSS

## **2.0 Issues and Options**

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- 2.1 The availability of illicit and counterfeit tobacco continues to pose a public health risk, facilitate criminal activity, and undermine legitimate businesses.
- 2.2 Underage access to vaping products is an ongoing concern, with increasing popularity among young people. The tobacco and nicotine product landscape continuously evolves and there is an increase in nicotine pouches being offered for sale.
- 2.3 Enforcement responsibilities are growing due to legislative changes, but no new funding has been provided.
- 2.4 Staffing shortages continue to affect the capacity of Trading Standards to deliver its full enforcement programme.
- 2.5 Options include continuing enforcement activity at current levels using available resources recognising the team's prioritisation of risk and complaints.
- 2.6 Fife Trading Standards are seeking additional funding from HMRC for additional posts, supported by the Society of Chief Officers in Trading Standards in Scotland (SCOTSS). This will be reported to Cabinet Committee if funding secured.
- 2.7 Consider longer-term resource planning and workplace development to improve staff resilience within the Trading Standards Team.

## **3.0 Conclusions**

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- 3.1 Trading Standards continues to deliver a vital enforcement function across Fife, supporting public health objectives and ensuring a fair trading environment in relation to tobacco and NVPs. Enforcement activities throughout 2023/24 and 2024/25 have been shaped by a challenging legislative and operational landscape, with notable achievements despite resource pressures.
- 3.2 A marked increase in illicit tobacco seizures demonstrates the impact of enhanced enforcement and intelligence led operations, particularly under the OP CECE initiative.
- 3.3 Ongoing efforts to reduce underage access to tobacco and NVPs remains a core focus. Despite volunteer shortages during 2024, with additional volunteers now in place, we expect to see an increase in underage sales test purchasing activities.
- 3.4 New legislation, including the Environmental Protection (Single-Use Vapes) (Scotland) Regulations 2024 and the anticipated Tobacco and Vapes Bill, significantly expands

Trading Standards' enforcement responsibilities, placing additional strain on already limited resources.

- 3.5 Joint working with HMRC and other enforcement agencies, including Police Scotland and Home Office Immigration Team, has strengthened the local response to illicit tobacco trade, resulting in successful sanctions and substantial seizures.
- 3.6 The delivery of effective enforcement is increasingly constrained by recruitment and funding shortfalls. Without additional support, there is a risk that the service's ability to meet statutory obligations and emerging enforcement priorities will be compromised.
- 3.7 To maintain progress, continued support for Trading Standards' enforcement strategy is essential, alongside long-term resource and succession planning, and pursuing funding opportunities to help sustain and build enforcement capacity.

## **List of Appendices**

Appendix 1 Track and Trace

Appendix 2 Illicit tobacco product and visits statistics

Appendix 3 Examples of illicit tobacco found in Fife

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## **Background Papers**

None

## **Report Contacts:**

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## Appendix 1

### HMRC Track and Trace System

The Tobacco Track and Trace System is a regulatory framework introduced in the UK in 2019 as part of the implementation of the EU Tobacco Products Directive. Although the system originated in the EU, it continues independently in the UK, under UK specific regulations following Brexit.

The purpose of the system is to combat illicit tobacco trade, track the movement of tobacco products, verify the legitimacy of products sold in the UK and supports enforcement efforts against counterfeiting and smuggled tobacco.

#### How the System works

All cigarettes and hand rolling tobacco manufactured and imported into the UK must carry a Unique Identifier Code (UID) on each pack.

The UID allows for tobacco to be tracked and traced through the supply chain from the point of manufacture, including when manufactured out with the UK, through importation and to the final destination of retail outlets.

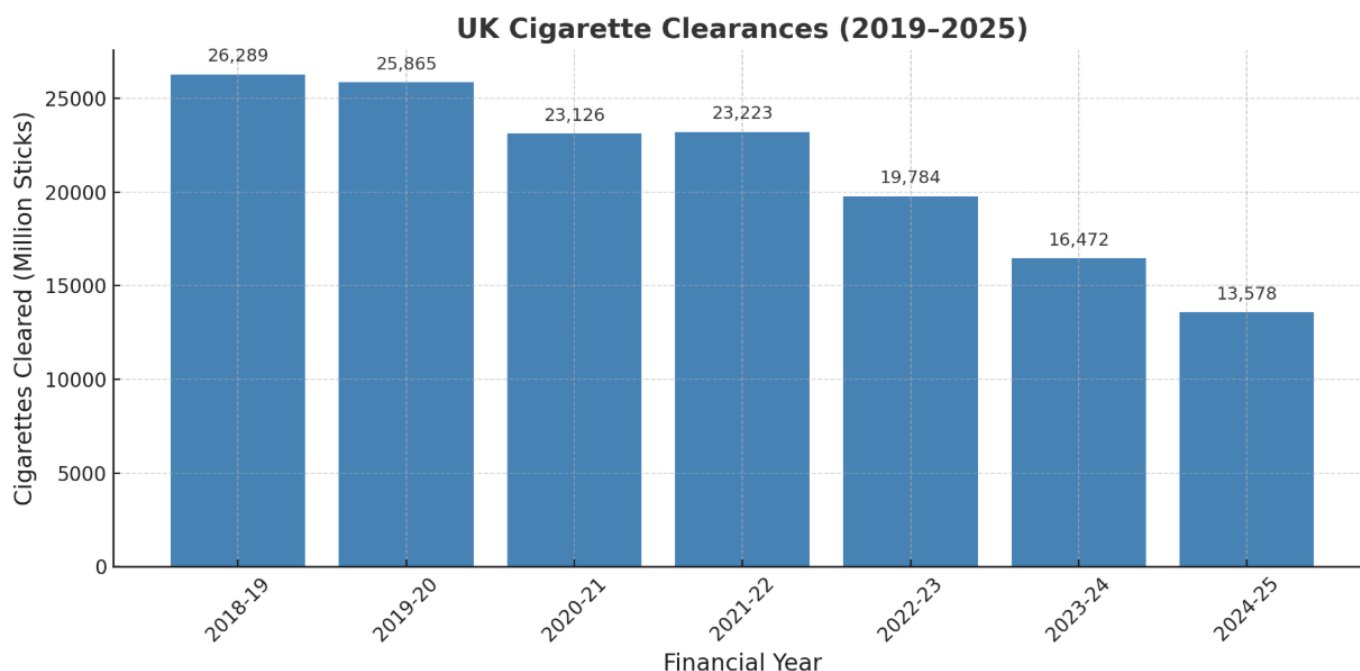
Businesses involved in manufacturing, importing, distribution or selling tobacco must register as Economic Operators and register their facilities i.e. warehouses and/or shops. This is managed through the Track and Trace Portal.

Scanning is required at the point of arrival and dispatched to and from each facility in the supply chain up to the first retail outlet.

#### Enforcement

The Track and Trace system supports efforts to reduce illegal tobacco in the UK. It helps regulators protect public health and legitimate businesses by enhancing supply chain transparency. It provides evidence for HMRC Sanctions and criminal enforcement

The chart below shows the UK cigarette clearances from 2019 to 2025 (in millions of sticks/individual cigarettes).

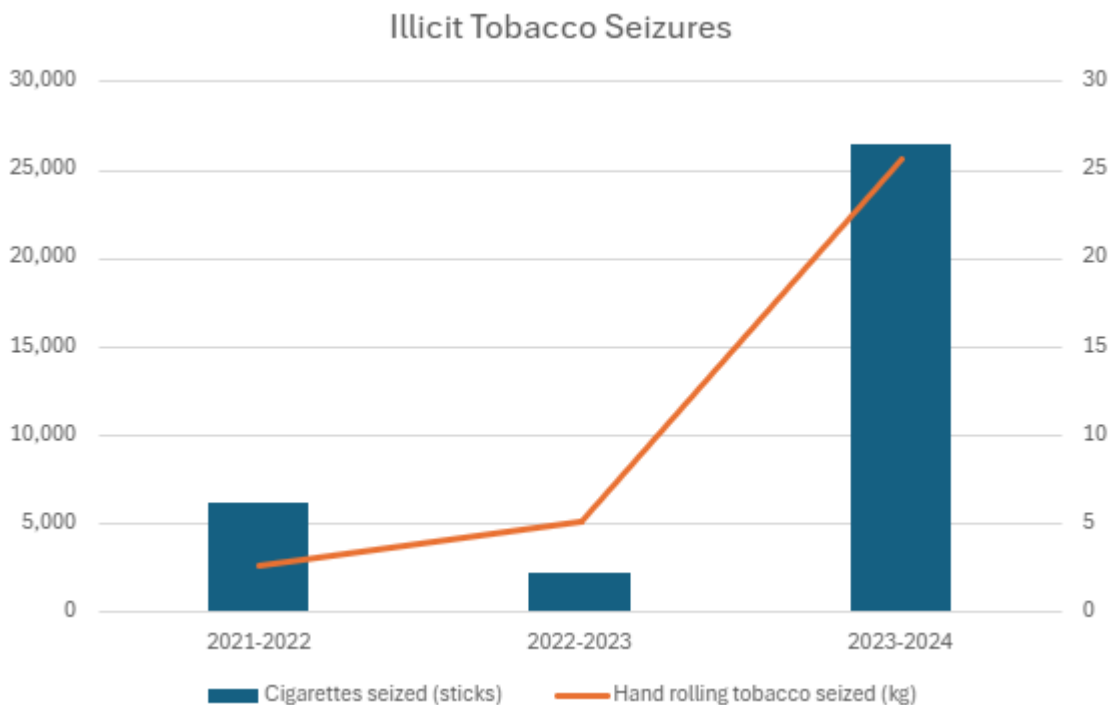


Source used to produce the chart [Tobacco Bulletin - GOV.UK](#) and [Tobacco statistics background and references - GOV.UK](#)

## Appendix 2

### Amount of tobacco products seized from OP Cece work:

Financial Year	Cigarettes seized	Hand Rolling Tobacco Seized
2021-2022	6,140 sticks	2.7kg
2022-2023	2,140 sticks	5.1kg
2023-2024	26,420 sticks	25.6kg
2024-2025	479,560 sticks	33.35kg



### No of premises visited as part of Op Cece:

Financial Year	No of premises visited
2021-2022	25
2022-2023	27
2023-2024	22
2024-2025	20
2025-2026	8 (in first quarter)

Appendix 3

Counterfeit seizures in Fife





## Examples of counterfeit cigarettes



Seizure in Fife with the assistance of the SCOTSS Tobacco dog



### Example of counterfeit vape from 2020



Example of an illegal vape seized in Fife with a tank size of 20mg and is 18mg in excess of the 2mg limit in the UK.



Example of an illegal vape seized in Fife with 14ml of nicotine liquid which is 7 times over the UK limit.



2 September 2025

Agenda Item No. 10

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## Update on the Pathway to Net Zero

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**Report by:\*** Alan Paul, Head of Property Services

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**Wards Affected:** All

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### **Purpose\***

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To provide an update on progress with the net zero programme to decarbonise Fife Councils non-domestic building stock.

### **Recommendation(s)\***

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Members are requested to:

- (1) Note the measures taken to date and proposed for future phases of the program and provide comment where required.

### **Resource Implications\***

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Resource implications have been set out in the Programme Brief & Business Case – Pathway to Net Zero Targets in Non-Domestic Buildings by 2030 dated 16<sup>th</sup> June 2023 V0.1. Most of the posts have now been filled to allow the programme to progress.

### **Legal & Risk Implications\***

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This programme of work will help the council fulfil its duties under the [Climate Change \(Scotland\) Act 2009](#), the [Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2024](#) and the [Heat Network \(Scotland\) Act 2021](#) working towards a 2045 Net Zero target, and helping to tackle the climate emergency.

The programme also delivers on recommendations outlined in the [Heat in Buildings Strategy - achieving net zero emissions in Scotland's buildings](#).

Decarbonising the councils non-domestic buildings and development of district heat networks is also a key element of the [Local Heat and Energy Efficiency Strategy](#).

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### **Impact Assessment\***

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The construction works required to deliver this programme are mostly subject to Planning and Building Regulations compliance, with the exception of some smaller scale permitted development works including non-intrusive fabric upgrades and general energy efficiency work.

An Equalities Impact Assessment template is appended to this report. There is likely to be no impact on any of the equality groups. All the proposed works will not favour specific groups or business sectors over others.

## **Consultation\***

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When developing this programme, we worked closely with key officers and teams internally; including engagement with Finance, Procurement, Climate Change and Zero Waste, Housing and Building Services. This engagement continues as the programme develops.

We also engage with external stakeholders on a regular basis to share ideas on decarbonisation strategies, emerging technology and ideas that can be incorporated into the programme. These include Scottish Futures Trust, Scottish Governments Heat Network Support Unit and industry experts. We attend several local authority forums and attend events focussed on construction standards and retrofit decarbonisation opportunities.

We have conducted presentations at several events outlining our decarbonisation strategy including at consultation webinars for the Scottish Governments New Build Heat Standard, Learning Places Conference, Passivhaus UK Conference, Scottish Enterprise Clean Heat Webinar and others.

# 1.0 Background

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- 1.1 Fife Council like many other local authorities declared a climate emergency in 2019 and is committed to achieving Net Zero by 2045. This is in line with the legally binding Climate Change (Scotland) Act. Typically, energy consumed by our building's accounts for approximately 2/3rds of the Council's direct carbon footprint. We need to achieve an overall reduction in CO2 emissions of 16,921 tonnes of CO2 by 2045 and have set an interim reduction target of 6,264 tonnes of CO2 by 2030 for our non-domestic buildings. These figures are based on the electricity grid transitioning to net zero prior to 2045.

In addition to legal obligations there is also a moral obligation to the people and businesses of Fife; for us to lead by example and show that we are actively reducing our own environmental impact. This is especially pertinent given Fife has been exposed to the direct effects of climate change in recent years with widespread droughts and flooding becoming ever more frequent events.

We've been prioritising the use of low carbon heating plant (electric air source heat pumps) and non-intrusive insulation upgrades to give us the best opportunity to achieve our interim 2030 target and allow additional time to plan for future insulation upgrades to meet the longer-term net zero objectives. We can install low carbon heating systems during term time with minimal disruption to schools and more intrusive works can be planned for holiday periods.

The downside of this approach is that it will not immediately address the thermal efficiency of our buildings, electricity currently costs more than gas and moving to electric heating means the cost to heat buildings will increase in the short term. To minimise the impact of rising heating costs we are installing solar panels where possible and surveying our buildings for easily implemented insulation upgrades to compliment the low carbon heating system.

## 2.0 Issues and Options

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- 2.1 Members are asked to note the measures taken to date and proposed for future phases of the program and provide comment where required.

### 2.2 Progress Update

- 2.2.1 Over the past year we've retrofitted low carbon heating systems to 13 buildings, these projects have covered a range of different architypes from small rural primary schools to a large high school and a leisure centre. As part of this process, we have successfully managed to attract £2.4m worth of grant funding from Scottish Government to support the programme.

Projects completed in the last year:

1. Strathmiglo Primary School – Air source heat pumps (ASHP) and control upgrades
2. North Queensferry Primary School - ASHP and control upgrades
3. Kirkcaldy North Primary School - ASHP and control upgrades (Awaiting power connection from Scottish Power)
4. Coaltown of Wemyss Primary School - ASHP and control upgrades
5. Cairneyhill Primary School - ASHP and control upgrades
6. St Pauls Primary School - ASHP and control upgrades
7. East Wemyss Primary School - ASHP and control upgrades
8. Saline Primary School - ASHP and control upgrades
9. Hill of Beath Primary School - ASHP and control upgrades
10. Crossgates Primary School - ASHP and control upgrades (Awaiting power connection from Scottish Power)

11. Lochgelly South Primary School – ASHP, control upgrades and new heating system
12. St Andrews High School – ASHP, control upgrades, window replacements and PV on roof (Awaiting power connection from Scottish Power)
13. Beacon Leisure Centre - ASHP, control upgrades, new draft lobby at entrance and PV on roof (Awaiting power connection from Scottish Power)

2.2.2 We have recently started work on an additional 7 projects which will be delivered by mid-2025. These include primary schools, a nursery and a community centre:

1. Kelty Community Centre – Installing Air Source Heat Pumps and upgrading the building controls. Currently well advanced on site.
2. St Leonards Primary School - Installing Air Source Heat Pumps, roof mounted PV and upgrading the building controls in both the main school and annex buildings. Currently well advanced on site.
3. Pittenweem Primary School - Installing Air Source Heat Pumps and upgrading the building controls. Currently well advanced on site.
4. Springfield Primary School - Installing Air Source Heat Pumps, roof mounted PV and upgrading the building controls. Started work over easter holidays 2025.
5. Balmerino Primary School - Installing Air Source Heat Pumps and upgrading the building controls. Started work over easter holidays 2025.
6. Paxton Nursery School - Installing Air Source Heat Pumps, roof mounted PV and upgrading the building controls. Currently well advanced on site.
7. Foulford Primary School - Installing Air Source Heat Pumps and upgrading the building controls. Currently well advanced on site.

2.2.3 Of the projects completed and instructed to date there is potential to save around 1218 t/CO<sub>2</sub>e per annum.

## 2.3 Next Steps

2.3.1 In addition to the current project list, we have completed feasibility studies for a further 11 sites which are being prepared for tender and we're surveying another 13 sites which can be included in future phases of the programme, subject to securing additional capital funding to continue the work. Various factors are taken into consideration when identifying potential projects such as the current CO<sub>2</sub> emissions, available land for low carbon heat sources, proximity to neighbouring properties, aligning with wider refurbishment works led by other teams, proximity to future heat network zones and ensuring an even spread of projects across the council area.

2.3.2 As the programme develops, we're looking to reduce the demand for heat through improving airtightness and fabric performance, some early trial and feasibility work is underway to test this approach. We're also looking at options to add photovoltaic panels to further buildings under this workstream to help offset running costs when moving from gas to electric heating systems. Over time we hope to develop a route map for each of our buildings to allow them to achieve net zero emissions by 2045, this focusses on delivering the biggest carbon savings upfront through offsetting gas usage and taking an incremental approach to other interventions to suit the needs of the building. For example, utilising holiday closures spanning several years for disruptive works and aligning window replacements with the component replacement programme to maximise the life of current assets.

2.3.3 It's been two years since we started on our pathway to net zero and by Mid 2025 some 25 buildings will have been retrofitted with low carbon heating systems, representing £10.9m worth of investment and a projected carbon reduction of 1218 tonnes.

These projects all sit within the centre of local communities and are a visible sign that as Fife Council we are actively doing our part to tackle the climate emergency.

- 2.3.4 By 2030 we need to reduce our carbon impact by 6264 tonnes of carbon if we're to stay on track to meet net zero by 2045 so there is still plenty to do, however we're moving in a positive direction. To meet this target we need to retrofit in the range of 10-15 buildings per year, we have already identified projects that are predicted to save 612 tonnes of carbon and hope to add to this figure as further feasibility work is undertaken. We've built a strong skills base within Property Services capable of designing and managing low carbon projects and are beginning to see the supply chain strengthen, supported by our ambition to maintain a continuous workstream as we move towards net zero. We do need further investment for future phases of work, which understandably in the current financial climate can be a challenge to source, however the key benefit of this approach to net zero is that we are able to realise investment in local communities whilst delivering positive outcomes for the whole of Fife.

To put things in perspective the 1218 tonnes of CO2 reduction from current projects is equivalent to planting 46,700 trees or driving round the earth 232 times.

## 3.0 Conclusions

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- 3.1 Decarbonising heating systems and improving the energy efficiency of our buildings is critical to delivering on Fife's commitment to addressing the climate emergency. This work is a core part of the Climate Fife Strategy and Action Plan and delivers on the strategy laid out in the LHEES.
- 3.2 The programme is well underway, and we have delivered projects across several building archetypes. The focus is on identifying future sites for decarbonisation work and on setting up performance reporting for completed sites so that we can determine how the measures implemented are impacting on our carbon reduction targets.

## List of Appendices

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1. PG01 Pathway to Net Zero Targets in Non-Domestic buildings by 2030. Programme Brief & Business Case dated 16<sup>th</sup> June 2023 V0.1.

## Background Papers

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

- [Heat In Buildings Strategy – achieving net zero emissions in Scotland's buildings](#)

### Report Contact

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Workplace: Property Services

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## 2024/25 Revenue Monitoring Provisional Outturn

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Report by: Eileen Rowand, Executive Director, Finance and Corporate Services  
Carol Connolly, Executive Director, Place

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Wards Affected: All

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### Purpose

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The purpose of this report is to give members an update on the provisional outturn financial position for the 2024/25 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

### Recommendations

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

### Resource Implications

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None.

### Legal & Risk Implications

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There are no direct legal implications arising from this report.

### Impact Assessment

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

### Consultation

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None.

## 1.0 Background

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- 1.1 The purpose of this report is to advise Members of the provisional outturn for the areas under the scope of this committee, for the 2024-25 Revenue Budget, and to highlight the major variances.
- 1.2 During the preparation of the 2024-25 Revenue Budget no specific savings proposals were approved. There is therefore no requirement to include a Savings Tracker as part of financial reporting for the 2024/25 financial year.

## 2.0 Issues

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### 2.1 Projected Outturn

- 2.1.1 The provisional underspend for the areas falling under the scope of this committee is (0.910m). A summary of the 2024/25 provisional out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows provisional expenditure against budget across the Service/Business Unit headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

## 3.0 Major Variances

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- 3.1 Property & Bereavement underspend of (£2.058m), and movement of (£0.879m) – primarily due to an anticipated underspend on the Energy Management Revolving Fund (EMRF) as a result of a number of jobs meeting the key criteria not expected to materialise until 2025/26.
- 3.2 Environment & Building Services overspend of £0.263m, and movement of (£0.565m) – mostly due to Domestic Waste & Street Cleaning, which is a continuation of historical issues around transport, hires and repairs, that overspend is partly offset by various underspends/over-recoveries in other areas of Environment & Building Services.
- 3.3 Facilities Management overspend of £0.355m, and movement of (£0.670m) – relates to an overspend within Commercial Catering of £0.178m predominantly due to the Fife Sports and Leisure Trust trading loss of £0.086m, and within Cleaning and Janitorial there is a £0.162m overspend on Vehicle Hire as a result of increased fleet charges and spot hires. The service is trying to reduce sickness absence and thus reduce marginal replacement costs for overtime and agency staffing and are also considering delaying recruitment for non-essential posts to assist with mitigating the overspend.

Movement of (£0.670m) relates mainly to Scottish Government funding now distributed to deal with the ongoing pressures within School Catering.

- 3.4 Service Management & Sustainability overspend of £0.599m, and movement of (£1.467m) – relates to numerous pressures including Bulky Uplift Pressure £0.181m, Landfill Aftercare Provision £0.181m and an overspend on employee costs £0.097m. The movement relates primarily to a repayment of increased subsidy paid from Fife

Council to Cireco earlier in the financial year. The repayment is a result of positive financial management by Cireco, improving their initially projected shortfall.

## 4.0 Conclusions

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4.1 The projected outturn position for the areas under the scope of the Environment, Transportation & Climate Change Scrutiny Committee is an underspend of (£0.910m) (0.74%).

### List of Appendices

1 Provisional Outturn 2024/25 Summary

### Background Papers

None

### Report Contact

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Finance Service  
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# BUDGET MONITORING REPORT SUMMARY

Appendix 1

## ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE

	CURRENT BUDGET 2024-25 £m	PROVISIONAL OUTTURN 2024-25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
<b>TOTAL COST OF SERVICES</b>	<b>147.420</b>	<b>147.175</b>	<b>(0.245)</b>	<b>-0.17%</b>	<b>3.125</b>	<b>(3.370)</b>
<b>LESS: CORPORATELY MANAGED ITEMS</b>	<b>24.448</b>	<b>25.113</b>	<b>0.664</b>	<b>2.72%</b>	<b>0.000</b>	<b>0.664</b>
<b>SERVICE MANAGED NET BUDGET</b>	<b>122.972</b>	<b>122.062</b>	<b>(0.910)</b>	<b>-0.74%</b>	<b>3.125</b>	<b>(4.035)</b>
<b><u>ANALYSIS OF SERVICE MANAGED BUDGET</u></b>						
PROPERTY & BEREAVEMENT	3.296	1.238	(2.058)	-62.43%	(1.179)	(0.879)
ENVIRONMENT & BUILDING SERVICES	14.359	14.622	0.263	1.83%	0.828	(0.565)
FACILITIES MANAGEMENT SERVICE	46.470	46.825	0.355	0.76%	1.025	(0.670)
ROADS & TRANSPORTATION	36.293	36.058	(0.235)	-0.65%	(0.195)	(0.040)
SERVICE MANAGEMENT & SUSTAINABILITY	18.476	19.075	0.599	3.24%	2.066	(1.467)
PROTECTIVE SERVICES	3.341	3.538	0.197	5.89%	0.089	0.107
CLIMATE CHANGE	0.738	0.706	(0.032)	-4.32%	(0.029)	(0.003)
	<b>122.972</b>	<b>122.062</b>	<b>(0.910)</b>	<b>-0.74%</b>	<b>2.606</b>	<b>(3.516)</b>

2 September 2025

Agenda Item No. 12

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## 2024/25 Capital Monitoring Provisional Outturn

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Report by: Eileen Rowand, Executive Director, Finance and Corporate Services  
Carol Connolly, Executive Director, Place

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Wards Affected: All

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### Purpose

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The purpose of this report is to provide an update on the Capital Investment Plan and advise on the provisional financial position for the 2024/25 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

### Recommendation(s)

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

### Resource Implications

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None.

### Legal & Risk Implications

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None.

### Impact Assessment

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

### Consultation

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None.

## 1.0 Background

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- 1.1 This report summarises the provisional capital outturn for the areas falling under the scope of this Committee for 2024/25. Provisional expenditure is £52.486m, representing 68% of the approved capital programme for 2024/25.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan for those projects with a budget of £5.000m and over, and with a budget of £1.000m and over and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the projected expenditure against budget for each project, along with any associated income.

## 2.0 Issues, Achievements & Financial Performance

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### 2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.
- 2.1.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Inflationary increases have had a significant impact, and these have been reflected in the Plan. Monitoring of the impact of any additional costs on projects will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays has been considered as part of the review of the Capital Investment Plan approved in February 2025.

### 2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

### 2.3 Financial Performance – 2024/25 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2024/25. The appendix shows a projected outturn of £52.485m against a Capital Investment plan of £77.583m, a spending level of 68%.
- 2.3.2 Appendix 2 also provides a summary of the provisional outturn for each project for the financial year 2024/25 for capital income. The appendix shows a projected outturn of £6.328m against a capital income budget of £13.810m.
- 2.3.3 Significant variances of (+/-£0.500m) are explained in section 2.4
- 2.3.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are

expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

## **2.4 Significant Variances**

- 2.4.1 Structures Infrastructure – Slippage of (£2.323m) largely relates to a delay in design of Broad Street Railway Bridge of (£1.023m) which is now progressing and will continue in 2025-26 as well as reduced spend on constructing Leven Rail Bridge, with remaining works progressing into 2025-26.
- 2.4.2 Sustainable Transport – Slippage of (£3.093m) relates to slower take up of grant applications from the £10.000m Levenmouth Reconnected Programme (LRP) fund in addition to slippage in Path & Cycleway upgrades due to the prioritising of external grant awards from Transport Scotland.  
The LRP slippage will also result in a delay in income of £0.774m.
- 2.4.3 Roads Infrastructure – Slippage of (£0.706m) is due to delays in delivering several footway projects (£117k) as a result of network access issues and staff shortages. The remaining slippage was due to a high-value carriageway scheme impacted by emergency utility works and it was too late in the year to promote and deliver a reserve scheme before the financial year end.
- 2.4.4 Purchase of Vehicles & Equipment – Slippage of (£3.167m) is due to delays with procurement lead in times and deliveries, vehicles arriving early 2025/26 financial year.
- 2.4.5 Climate Change – Adaptation – Slippage of (£1.942m) is partly due to staff shortages and difficulties in 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.
- 2.4.6 Landfill Sites – Slippage of (£0.589m) is partly due to operational efficiencies on site resulting in the life of the existing cell being extended, while new cell work will slip into 25/26. In addition to this, the final stages of Reception Hall Anaerobic Digestion Plant work were delayed due to further site investigation works and will take place in 25/26.
- 2.4.7 Property Maintenance – Slippage of (£1.122m) relates primarily to delayed scheduling in key projects. These delays were due to a variety of factors including contractor availability and weather conditions; however some high value projects had been added into the programme late in the year. Whilst early delivery was desirable, these were delayed to minimise impact to service delivery and projects are now planned to be delivered in School holiday periods.
- 2.4.8 Strategic Transport Intervention Programme – Slippage of (£0.867m) due to delays concluding negotiations with Scottish Power regarding diversionary works and appointment of Consultant.  
This slippage has also resulted in a delay in income of £0.832m
- 2.4.9 Recycling Centres Plant & Equipment – Advancement of £0.527m to progress in the acquisition of new containers which were required for regulatory compliance for

Persistent Organic Pollutants (POPS) and Waste Upholstered Domestic Seating (WUDS).

2.4.10 Pathway to Net Zero – Slippage of (£3.687m) due to slippage of a number of projects which were included within the original programme for 24/25. Delays in progress of Air Sources Heat Pumps (ASHPs) at Primary Schools across Fife. This is due to a continued shortage of specialist contractors available to conduct the required ASHP works.

2.4.11 Leven Connectivity – Slippage of (£5.876m) relates to the River Park Routes Project (£5.162m), and Mountfleurie Bridge (£0.666m), both due to delays in securing land from various landowners. It is anticipated that the project will deliver in full in the new financial year.

This slippage will also result in a delay in income of £5.876m.

## 3.0 Conclusions

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3.1 The total 2024/25 approved programme for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee is £77.583m. The projected level of expenditure is £52.485m, which represents 68% of the total programme, resulting in slippage of (£25.098m).

3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

### List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

### Report Contact

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FIFE COUNCIL  
ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE  
PLACE DIRECTORATE  
CAPITAL INVESTMENT PLAN 2024-35  
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Northern Road Link East End (Dunfermline)	Thriving Places		14.845	14.845	-	0.00%	Preparatory Work	2026-27
Western Distributer Road (Dunfermline)	Thriving Places		9.299	9.299	-	0.00%	Future Project	2030-31
Northern Road A823 (Dunfermline)	Thriving Places		14.596	14.596	-	0.00%	Preparatory Work	2029-30
Levenmouth Reconnected	Thriving Places	2.000	7.363	7.363	-	0.00%	Current Project	2027-28
Mountfleurie Bridge	Thriving Places		5.830	5.830	-	0.00%	Preparatory Work	2025-26
River Park Routes	Thriving Places		5.566	5.566	-	0.00%	Preparatory Work	2025-26
Leven Railway Bridge & Bawbee Bridge	Maintaining our Assets	2.279	10.110	10.110	-	0.00%	Current Project	2025-26
Broad Street Bridge Cowdenbeath	Maintaining our Assets	3.678	13.619	13.619	-	0.00%	Preparatory Work	2028-29
Lyne Burn (Dunfermline)	Maintaining our Assets	1.217	0.000	0.000	-	0.00%	Future Project	2030-31
Den Burn Bridge (Cardenden)	Maintaining our Assets	2.120	10.710	10.710	-	0.00%	Preparatory Work	2028-29
<b>Total Major Projects over £5.000m</b>		<b>11.294</b>	<b>91.940</b>	<b>91.940</b>	<b>-</b>	<b>0.00%</b>		
Kings Road/Admiralty Road Junction	Thriving Places	1.880	2.207	2.207	-	0.00%	Preparatory Work	2025-26
Rumblingwell Junction	Thriving Places	2.800	3.294	3.294	-	0.00%	Future Project	2032-33
Sustrans-Places for Everyone	Thriving Places		3.190	3.190	-	0.00%	Current Project	2024-25
Path & Cycleway Upgrades	Thriving Places		1.764	1.764	-	0.00%	Current Project	2025-26
Active Travel Network	Thriving Places		2.850	2.850	-	0.00%	Current Project	2024-25
Woodside Underpass	Maintaining Our Assets		1.073	1.073	-	0.00%	Future Project	2027-28
Kingseat Railway Bridge	Maintaining our Assets	1.130	0.050	0.050	-	0.00%	Future Project	2026-27
Kinnessburn Flood Prevention	Maintaining our Assets		1.534	1.534	-	0.00%	Future Project	2029-30
Freuchie Mill Flood Prevention	Maintaining our Assets	1.500	2.214	2.214	-	0.00%	Future Project	2027-28
Reception Hall Anaerobic Digestion Plant	Maintaining our Assets		1.559	1.559	-	0.00%	Current Project	2024-25
New Cell Lochhead Landfill Site	Maintaining our Assets	2.000	2.000	2.000	-	0.00%	Future Project	2025-26
New Recycling Centre Cupar	Maintaining Our Assets	3.250	3.250	3.250	-	0.00%	Future Project	2026-27
<b>Total Major Projects over £1.000m</b>		<b>12.560</b>	<b>24.985</b>	<b>24.985</b>	<b>-</b>	<b>0.00%</b>		
<b>Total Major Projects</b>		<b>23.854</b>	<b>116.925</b>	<b>116.925</b>	<b>-</b>	<b>0.00%</b>		

Expenditure	Current Budget £m	Actual to Date £m	Outturn £m	Variance £m	Outturn as % of Plan
Contaminated Land	0.430	0.021	0.021	(0.410)	5%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>0.430</b>	<b>0.021</b>	<b>0.021</b>	<b>(0.410)</b>	<b>5%</b>
Building Services Equip/Other	-	-	-	-	0%
Structures Infrastructure	3.814	1.490	1.490	(2.323)	39%
Sustainable Transport	6.402	3.308	3.308	(3.093)	52%
Public Conveniences	0.075	0.075	0.075	0.000	100%
Roads Infrastructure	12.239	11.533	11.533	(0.706)	94%
Traffic Management	1.750	1.556	1.556	(0.194)	89%
Streetlighting	2.661	2.370	2.370	(0.291)	89%
Purchase of Vehicles & Equipment	15.680	12.513	12.513	(3.167)	80%
Purchase of Bins	0.265	0.350	0.350	0.086	132%
Depots & Buildings	0.003	-	-	(0.003)	0%
Climate Change - Adaptation	2.782	0.840	0.840	(1.942)	30%
Landfill Sites	0.963	0.374	0.374	(0.589)	39%
Disabled Access - Council Buildings	-	-	-	-	0%
Property Maintenance	4.070	2.948	2.948	(1.122)	72%
Cafeteria Refurbishments	0.034	-	-	(0.034)	0%
Crematoria/Cemeteries Programme	0.144	0.094	0.094	(0.050)	65%
ATE Plant & Machinery	0.412	0.461	0.461	0.049	112%
Glenrothes District Heat	0.404	0.001	0.001	(0.403)	0%
Strategic Transport Intervention Programme	2.786	1.918	1.918	(0.867)	69%
Burial Provision	0.364	0.024	0.024	(0.340)	7%
Recycling Centres Plant & Equipment	0.250	0.777	0.777	0.527	311%
Fife Resource Solutions Rolling Programme	2.813	2.636	2.636	(0.177)	94%
Recycling Centres	0.500	0.013	0.013	(0.487)	3%
Pathway to Net Zero	10.527	6.840	6.840	(3.687)	65%
Leven Connectivity	8.219	2.343	2.343	(5.876)	29%
<b>TOTAL ASSET &amp; TRANSPORTATION &amp; ENVIRONMENT</b>	<b>77.153</b>	<b>52.465</b>	<b>52.465</b>	<b>(24.688)</b>	<b>68%</b>
<b>TOTAL EXPENDITURE</b>	<b>77.583</b>	<b>52.485</b>	<b>52.485</b>	<b>(25.098)</b>	<b>68%</b>

Income	Current Budget £m	Actual to Date £m	Outturn £m	Variance £m	Outturn as % of Plan
Contaminated Land	-	-	-	-	0%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Sustainable Transport	(1.487)	(0.713)	(0.713)	0.774	48%
Traffic Management	(0.879)	(0.879)	(0.879)	(0.000)	0%
Strategic Transport Intervention Programme	(2.786)	(1.953)	(1.953)	0.832	70%
Leven Connectivity	(8.219)	(2.343)	(2.343)	5.876	29%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>(13.810)</b>	<b>(6.328)</b>	<b>(6.328)</b>	<b>7.482</b>	<b>46%</b>
<b>TOTAL INCOME</b>	<b>(13.810)</b>	<b>(6.328)</b>	<b>(6.328)</b>	<b>7.482</b>	<b>46%</b>

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## 2025/26 Revenue Monitoring Projected Outturn

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Report by: Eileen Rowand, Executive Director, Finance and Corporate Services  
Carol Connolly, Executive Director, Place

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Wards Affected: All

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### Purpose

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The purpose of this report is to give members an update on the projected outturn financial position for the 2025/26 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

### Recommendations

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

### Resource Implications

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None.

### Legal & Risk Implications

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There are no direct legal implications arising from this report.

### Impact Assessment

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

### Consultation

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None.



## 1.0 Background

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- 1.1 The purpose of this report is to advise Members of the projected outturn for the areas under the scope of this committee, for the 2025/26 Revenue Budget, and to highlight the major variances.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

## 2.0 Issues

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### 2.1 Projected Outturn

- 2.1.1 The projected overspend for the areas falling under the scope of this committee is £1.305m. A summary of the 2025/26 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows projected expenditure against budget across the Service/Business Unit headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

## 3.0 Major Variances

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- 3.1 Environment & Building Services overspend of £1.101m mostly due to Domestic Waste & Street Cleaning. This is mainly due to a continuation of historical issues around transport, hires and repairs. In addition, there is an overspend on staffing, as a result of increased overtime due to both vehicle breakdowns and a change in legislation regarding how persistent organic solutions are dealt with. That overspend is partly offset by various underspends/over-recoveries in other areas of Environment & Building Services.
- 3.2 Facilities Management overspend of £0.594m relates to School Catering and Commercial Catering (FSLT) - £0.354m primarily related to reduced Income and increased Maintenance of Equipment costs for Duct Cleaning in Schools. Also, within Cleaning an overspend of £0.280m relating to Staff Sickness and Vehicle Hire due to increased Fleet Charges and Spot Hires.

## 4.0 Progress on Budget Savings

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- 4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Place Directorate, detailing achievements against the current year approved budget savings. The appendix details:
  - the 3 year budget period for which the savings were approved

- the title of each saving
- the savings target relevant to the current financial year
- the value of saving forecast as deliverable for the financial year
- a Red/Amber/Green Status for each saving
- details of any substitute savings

4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:

Green – No issues and saving is on track to be delivered

Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red – Major issues should be addressed before any saving can be realised

4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.

4.4 Overall, the savings to be delivered are £1.670m and the projected delivery is £1.407m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, there are £0.0.263m savings identified as being Amber status and actions are in place to seek to mitigate.

4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 2. There are no savings variations at Service level (+/-£0.250m) between the Service savings target and the projected saving being delivered within the current financial year.

## 5.0 Conclusions

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5.1 The projected outturn position for the areas under the scope of the Environment, Transportation & Climate Change Scrutiny Committee is an overspend of £1.305m (1.02%).

### List of Appendices

- 1 Projected Outturn 2025/26 Summary
- 2 Approved 2025/26 Savings

### Background Papers

None

### Report Contact

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BUDGET MONITORING REPORT SUMMARY ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE				Appendix 1
JUNE 2025	Current Budget 2025/26 £m	Forecast 2025/26 £m	Variance £m      %	
TOTAL COST OF SERVICES	167.587	168.892	1.305	0.78%
LESS: CORPORATELY MANAGED ITEMS	40.180	40.180	0.000	0.00%
SERVICE MANAGED NET BUDGET	127.408	128.713	1.305	1.02%
<b><u>ANALYSIS OF SERVICE MANAGED BUDGET</u></b>				
Property & Bereavement	2.896	2.673	(0.223)	(7.69%)
Environment & Building Services	14.580	15.680	1.101	7.55%
Facilities Management Service	46.151	46.745	0.594	1.29%
Roads & Transportation	35.571	35.556	(0.015)	(0.04%)
Service Management & Sustainability	22.516	22.516	0.000	0.00%
Protective Services	5.055	4.904	(0.151)	(3.00%)
Climate Change	0.640	0.639	(0.001)	(0.08%)
	<b>127.408</b>	<b>128.713</b>	<b>1.305</b>	<b>1.02%</b>

**TRACKING APPROVED 2025-26 SAVINGS**
**Appendix 2**
**ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE**
**JUNE 2025**

Area	Approved Budget Year	Savings Ref	Title of Savings Proposal	Savings Target £m	Actual £m	(Under)/Over £m	Rag Status
Facilities Management	2025-28	PL-003	Staff Productivity - Facilities Management	0.260	0.087	(0.173)	Amber
Facilities Management	2025-28		Efficiency Saving	0.074	0.074	0.000	Green
Roads & Transportation Services	2025-28	PL-033	Traffic Management	0.501	0.501	0.000	Green
Roads & Transportation Services	2025-28	PL-034	Car Parking Strategy	0.281	0.281	0.000	Green
Roads & Transportation Services	2025-28		Efficiency Saving	0.262	0.262	0.000	Green
Property & Bereavement	2025-28		Efficiency Saving	0.081	0.081	0.000	Green
Environment & Building Services	2025-28		Efficiency Saving	0.171	0.081	(0.090)	Amber
Protective Services	2025-28		Efficiency Saving	0.039	0.039	0.000	Green
Place Executive Director	2025-28		Efficiency Saving	0.001	0.001	0.000	Green
<b>Grand Total</b>				<b>1.670</b>	<b>1.407</b>	<b>(0.263)</b>	

**Rag Status Key:-**
**Green - No issues and saving is on track to be delivered**
**Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed**
**Red - Major issues should be addressed before any saving can be realised**

Summary			
Rag Status	Savings Target £m	Forecast £m	(Under) /Over £m
Green	1.239	1.239	0.000
Amber	0.431	0.168	(0.263)
Red	0.000	0.000	0.000
Total	1.670	1.407	(0.263)

2 September 2025

Agenda Item No. 14

## 2025/26 Capital Monitoring Projected Outturn

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

Carol Connolly, Executive Director, Place

Wards Affected: All

### Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2025/26 financial year for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

### Recommendation(s)

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

### Resource Implications

None.

### Legal & Risk Implications

None.

### Impact Assessment

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

### Consultation

None.

## 1.0 Background

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- 1.1 This report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2025/26. Projected expenditure is £59.954m, representing 95% of the approved capital programme for 2025/26.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan for those projects with a budget of £5.000m and over, and with a budget of £1.000m and over and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the projected expenditure against budget for each project, along with any associated income.

## 2.0 Issues, Achievements & Financial Performance

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### 2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.
- 2.1.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Inflationary increases have had a significant impact, and these have been reflected in the Plan. Monitoring of the impact of any additional costs on projects will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays has been considered as part of the review of the Capital Investment Plan approved in February 2025.

### 2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

### 2.3 Financial Performance – 2024/25 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2025/26. The appendix shows a projected outturn of £59.954m against a Capital Investment plan of £62.972m, a spending level of 95%.
- 2.3.2 Appendix 2 also provides a summary of the projected outturn for each project for the financial year 2025/26 for capital income. The appendix shows a projected outturn of £17.317m against a capital income budget of £18.914m.
- 2.3.3 Significant variances of (+/-£0.500m) are explained in section 2.4
- 2.3.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are

expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

## **2.4 Significant Variances**

- 2.4.1 Structures Infrastructure slippage of (£0.673m) is mainly due to the Leven Prom Sea Wall, where phase 1 is presently being progressed and consists of the car park repairs and promenade feasibility study. Phase 2 will progress in future years and consist of concept designs and investigations. The remaining slippage is attributed to staff shortages and difficulties in recruiting specialist staff across various other projects.
- 2.4.2 Strategic Transport Intervention Programme slippage of (£1.597m) is mainly due to Northern Road Link East End delay with completion of the design and postponement of Kings Road/Admiralty due to a conflict with an adjacent development. This slippage results in a corresponding delay in income of £1.597m.

## **3.0 Conclusions**

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- 3.1 The total 2025/26 approved programme for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee is £62.972m. The projected level of expenditure is £59.954m, which represents 95% of the total programme, resulting in slippage of (£3.019m).
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

### **List of Appendices**

1. Total Cost Monitor
2. Capital Monitoring Report

### **Report Contact**

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Finance Service  
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FIFE COUNCIL  
ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE  
PLACE DIRECTORATE  
CAPITAL INVESTMENT PLAN 2025-35  
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Northern Road Link East End (Dunfermline)	Thriving Places		14.805	14.805	-	0.00%	Current Project	2026-27
Western Distributer Road (Dunfermline)	Thriving Places		9.249	9.249	-	0.00%	Future Project	2031-32
Northern Road A823 (Dunfermline)	Thriving Places		14.596	14.596	-	0.00%	Preparatory Work	2028-29
Levenmouth Reconnected	Thriving Places	2.000	7.363	7.363	-	0.00%	Current Project	2027-28
Mountfleurie Bridge	Thriving Places		7.205	7.205	0.000	0.01%	Current Project	2025-26
River Park Routes	Thriving Places		6.429	6.429	-	0.00%	Current Project	2025-26
Leven Railway Bridge & Bawbee Bridge	Maintaining our Assets	2.279	10.110	10.110	-	0.00%	Current Project	2025-26
Broad Street Bridge Cowdenbeath	Maintaining our Assets	3.678	13.619	13.619	-	0.00%	Preparatory Work	2029-30
Den Burn Bridge (Cardenden)	Maintaining our Assets	2.120	10.710	10.710	-	0.00%	Preparatory Work	2028-29
<b>Total Major Projects over £5.000m</b>		<b>10.077</b>	<b>94.087</b>	<b>94.087</b>	<b>0.000</b>	<b>0.00%</b>		
Kings Road/Admiralty Road Junction	Thriving Places	1.880	2.170	2.170	-	0.00%	Preparatory Work	2026-27
Rumblingwell Junction	Thriving Places	2.800	3.295	3.295	-	0.00%	Future Project	2032-33
Sustrans-Places for Everyone	Thriving Places		3.195	3.195	-	0.00%	Current Project	2025-26
Path & Cycleway Upgrades	Thriving Places		1.758	1.758	-	0.00%	Current Project	2027-28
Active Travel Network	Thriving Places		3.004	3.003	(0.000)	-0.01%	Current Project	2025-26
Active Travel - Tier 1	Thriving Places		4.776	4.776	-	0.00%	Current Project	2025-26
St Andrews Link Road	Thriving Places	1.917	1.917	1.917	-	0.00%	Future Project	2027-28
Bankhead Roundabout Signalisation	Thriving Places	2.700	2.700	2.700	-	0.00%	Future Project	2027-28
Preston Roundabout Signalisation	Thriving Places	1.900	1.900	1.900	-	0.00%	Future Project	2034-35
Woodside Underpass	Maintaining Our Assets		1.073	1.073	-	0.00%	Future Project	2028-29
Guardbridge Strengthening	Maintaining our Assets	1.250	1.250	1.250	-	0.00%	Future Project	2027-28
Reinstatement of Leven Prom Sea Wall	Maintaining our Assets	1.000	1.000	1.000	-	0.00%	Current Project	2025-26
Harbour Dredging Anstruther	Maintaining our Assets	1.100	1.100	1.100	-	0.00%	Future Project	2028-29
Kinnessburn Flood Prevention	Maintaining our Assets		1.534	1.534	-	0.00%	Future Project	2028-29
Freuchie Mill Flood Prevention	Maintaining our Assets	1.500	2.214	2.214	-	0.00%	Future Project	2027-28
Reception Hall Anaerobic Digestion Plant	Maintaining our Assets		1.559	1.559	-	0.00%	Current Project	2025-26
New Cell Lochhead Landfill Site	Maintaining our Assets	2.000	1.985	1.985	-	0.00%	Current Project	2026-27
New Recycling Centre Cupar	Maintaining our Assets	3.250	3.250	3.250	-	0.00%	Future Project	2028-29
Benarty PS Carbon Efficient Heating	Maintaining our Assets	1.234	1.234	1.234	-	0.00%	Future Project	2026-27
North Queensferry Town Pier	Maintaining our Assets		1.415	1.415	-	0.00%	Future Project	2028-29
<b>Total Major Projects over £1.000m</b>		<b>22.531</b>	<b>42.326</b>	<b>42.325</b>	<b>(0.000)</b>	<b>0.00%</b>		
<b>Total Major Projects</b>		<b>32.608</b>	<b>136.413</b>	<b>136.413</b>	<b>(0.000)</b>	<b>0.00%</b>		



Expenditure	Current Budget £m	Actual to Date £m	Outturn £m	Variance £m	Outturn as % of Plan
Contaminated Land	0.376	0.010	0.376	-	100%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>0.376</b>	<b>0.010</b>	<b>0.376</b>	<b>-</b>	<b>100%</b>
Building Services Equip/Other	-	-	-	-	0%
Structures Infrastructure	2.155	(0.239)	1.482	(0.673)	69%
Sustainable Transport	9.771	0.471	9.771	-	100%
Public Conveniences	0.009	-	0.009	-	100%
Roads Infrastructure	10.048	1.539	10.048	-	100%
Traffic Management	1.121	0.087	1.121	-	100%
Streetlighting	2.137	0.200	2.137	-	100%
Purchase of Vehicles & Equipment	7.124	2.548	7.124	-	100%
Purchase of Bins	0.096	-	-	(0.096)	0%
Depots & Buildings	0.003	-	0.003	-	100%
Climate Change - Adaptation	0.300	0.135	0.300	-	100%
Landfill Sites	1.482	0.015	1.482	-	100%
Disabled Access - Council Buildings	-	-	-	-	0%
Property Maintenance	3.305	0.179	2.815	(0.490)	85%
Cafeteria Refurbishments	0.059	-	0.059	-	100%
Crematoria/Cemeteries Programme	0.160	-	0.160	-	100%
ATE Plant & Machinery	0.098	-	0.098	-	100%
Glenrothes District Heat	-	-	-	-	0%
Strategic Transport Intervention Programme	3.429	0.077	1.832	(1.597)	53%
Burial Provision	1.012	0.001	1.012	-	100%
Recycling Centres Plant & Equipment	0.100	0.006	0.100	-	100%
Fife Resource Solutions Rolling Programme	1.104	0.013	1.104	-	100%
Recycling Centres	0.487	-	0.487	-	100%
Pathway to Net Zero	3.467	0.883	3.467	-	100%
St Andrews STIM	0.075	-	0.075	-	100%
Glenrothes STIM	0.300	-	0.300	-	100%
Leven Connectivity	12.041	0.036	12.041	-	100%
Flooding Measures	1.713	0.014	1.550	(0.163)	90%
Anaerobic	1.000	-	1.000	-	100%
<b>TOTAL ASSET &amp; TRANSPORTATION &amp; ENVIRONMENT</b>	<b>62.596</b>	<b>5.965</b>	<b>59.578</b>	<b>(3.019)</b>	<b>95%</b>
<b>TOTAL EXPENDITURE</b>	<b>62.972</b>	<b>5.975</b>	<b>59.954</b>	<b>(3.019)</b>	<b>95%</b>

Income	Current Budget £m	Actual to Date £m	Outturn £m	Variance £m	Outturn as % of Plan
Contaminated Land	-	-	-	-	0%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Sustainable Transport	(3.444)	0.609	(3.444)	-	100%
Traffic Management	-	-	-	-	0%
Strategic Transport Intervention Programme	(3.429)	-	(1.832)	1.597	53%
Leven Connectivity	(12.041)	(0.206)	(12.041)	-	100%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>(18.914)</b>	<b>0.403</b>	<b>(17.317)</b>	<b>1.597</b>	<b>92%</b>
<b>TOTAL INCOME</b>	<b>(18.914)</b>	<b>0.403</b>	<b>(17.317)</b>	<b>1.597</b>	<b>92%</b>

2 September 2025

Agenda Item No. 15

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## Environment, Transportation and Climate Change Scrutiny Committee Forward Work Programme

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

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**Wards Affected:** All

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### Purpose

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

### Recommendation(s)

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

### Resource Implications

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

### Legal and Risk Implications

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

### Impact Assessment

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None required for this paper.

### Consultation

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

## 1.0 Background

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

## 2.0 Conclusions

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- 2.1 The current workplan is included as Appendix 1 and should be reviewed by the committee to help inform scrutiny activity.

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

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Committee Services Manager  
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Email- [helena.couperwhite@fife.gov.uk](mailto:helena.couperwhite@fife.gov.uk)

## Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 14/08/2025 1/7

Environment, Transportation and Climate Change Scrutiny Committee of 18 November 2025			
Title	Service(s)	Contact(s)	Comments
Pedestrian Access at Fife Recycling Centres		Robin Baird	CIRECO are commissioning an independent assessment of the viability of pedestrian access to all recycling centres. The assessment and report may be complete in May 2025 anticipating presentation on 2 September 2025
Environmental impact in relation to current fleet provision used for domestic waste collection and road repairs		Alexander Anderson-Es, Alistair Donald	12-month performance data for the new single shift pattern will be reported in November 2025 inc. fleet impact.
Environment and Building Services Annual Performance 2024/25		Nigel Kerr, John Mitchell, Alan Paul	
Roads and Transportation Services Annual Performance 2024/25		John Mitchell	
Facilities Management Services Annual Performance 2024/25		Tariq Ditta	
Protective Services Annual Performance 2024/25		Nigel Kerr	
Climate Change Annual Performance 2024/25		Pam Ewen, Ross Spalding	
Decriminalised Parking Enforcement Annual Performance 2024/25		John Mitchell, Susan Keenlyside	
2025/26 Revenue Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Projected Outturn - August		Ashleigh Allan, Barry Collie, Caroline Ritchie, Jay Wilson	

## Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 14/08/2025 2/7

Environment, Transportation and Climate Change Scrutiny Committee of 18 November 2025			
Title	Service(s)	Contact(s)	Comments
Fife's Air Quality Strategy 2025-2030 – Annual Progress Report 2025		Kenny Bisset	
update on the Pathway to Net Zero plan		Jonathan Coppock	

Environment, Transportation and Climate Change Scrutiny Committee of 20 January 2026			
Title	Service(s)	Contact(s)	Comments
Kinnessburn, St Andrews Flood Study Update	Roads & Transportation	Michael Anderson	
Fife Council Air Quality Strategy 2021-25: Fife Council Air Quality Annual Progress Report 2025		Kenny Bisset, Rob Bowditch	
2025/26 Revenue Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
School Exclusion Zones Update		Sara Wilson	Discussed at Cabinet Committee 9/1/25 - update to be provided to scrutiny in January 2026.

Environment, Transportation and Climate Change Scrutiny Committee of 3 March 2026			
Title	Service(s)	Contact(s)	Comments
Fife Road Casualty Statistics 2025		Steven Sellars	
2025/26 Revenue Projected Outturn – December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Projected Outturn - December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

## Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 14/08/2025 3/7

Environment, Transportation and Climate Change Scrutiny Committee of 26 May 2026			
Title	Service(s)	Contact(s)	Comments
Environmental Health (Food and Workplace Safety) Service Delivery Plan 2026-27		Lisa Mccann	
Fife's Road Condition Report 2025		Vicki Storrar	

Environment, Transportation and Climate Change Scrutiny Committee of 29 September 2026			
Title	Service(s)	Contact(s)	Comments
Assets and Estates Annual Performance 2025/26		Alan Paul, Michael Ogorman	
Environment and Building Services Annual Performance 2025/26		John Rodigan	
Roads Maintenance Annual Performance 2025/26		John Mitchell, Sara Wilson	
New Roads and Street Works Act Annual Performance 2024/25		John Mitchell, Sara Wilson	
Property and Bereavement Services Annual Performance 2025/26		Alan Paul, Michael Ogorman, Liz Murphy	
2025/26 Revenue Provisional Outturn		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Provisional Outturn		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Revenue Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
Review of Mossmorran and Braefoot Bay Community Safety Committee - Annual Report 2025		Kenny Bisset	

<b>Environment, Transportation and Climate Change Scrutiny Committee of 17 November 2026</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Roads and Transportation Services Annual Performance 2025/26		John Mitchell	
Facilities Management Services Annual Performance 2025/26		Tariq Ditta	
Protective Services Annual Performance 2025/26		Nigel Kerr	
Climate Change Annual Performance 2025/26		Pam Ewen, Ross Spalding	
Decriminalised Parking Enforcement Annual Performance 2025/26		John Mitchell, Susan Keenlyside	
2026/27 Revenue Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

<b>Environment, Transportation and Climate Change Scrutiny Committee of 19 January 2027</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Fife Joint Health Protection Plan 2026 - 2028		Lisa Mccann	
Fife Council Air Quality Strategy ?: Fife Council Air Quality Annual Progress Report 2026		Kenny Bisset	
2026/27 Revenue Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Environment, Transportation and Climate Change Scrutiny Committee of 2 March 2027			
Title	Service(s)	Contact(s)	Comments
Fife Road Casualty Statistics 2026		Steven Sellars	
2026/27 Revenue Projected Outturn – December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Scotland's Proposed Deposit Return Scheme (Including Recycling Points Review)	Enterprise and Environment	Ross Spalding	Scheme delayed to 2027 item to be added to 2026 work programme - meeting date to be confirmed.
Tree Management Strategy			<p>Report agreed at FC 8/5/25.</p> <ul style="list-style-type: none"> <li>Summarises the Council's policy and procedures for managing its own trees, hedges and woodland; and</li> <li>Describes the use to date of the Council's powers under the High Hedges (Scotland) Act 2013.</li> <li>Summarises the Council's policy and procedures in regards to managing trees, hedges and woodland on private land that the Council and its predecessors agreed</li> </ul>



Unallocated			
Title	Service(s)	Contact(s)	Comments
			to take on grounds maintenance in perpetuity and considers the Tree Management Strategy with a view to updating the strategy and making recommendations to Cabinet Committee."
Fife Council Tree Management		Carol Connolly	<p>Result of motion agreed at Fife Council in May 2025. Report to include.</p> <ul style="list-style-type: none"> <li>○ Summarises the Council's policy and procedures for managing its own trees, hedges and woodland; and</li> <li>○ Describes the use to date of the Council's powers under the High Hedges (Scotland) Act 2013.</li> <li>○ Summarises the Council's policy and procedures in regards to managing trees, hedges and woodland on private land that the Council and its predecessors agreed to take on grounds maintenance in perpetuity and considers</li> </ul>

Unallocated			
Title	Service(s)	Contact(s)	Comments
			the Tree Management Strategy with a view to updating the strategy and making recommendations to Cabinet Committee.”