

Wednesday, 21 April, 2021 - 9.30 a.m.

AGENDA

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| 1. APOLOGIES FOR ABSENCE | |
| 2. DECLARATIONS OF INTEREST – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage. | |
| 3. MINUTE – Minute of Meeting of North East Fife Area Committee of 3 March 2021 | 3 - 8 |
| 4. ST ANDREWS BID RENEWAL – Report by the Executive Director - Enterprise and Environment | 9 - 17 |
| 5. BANK STREET & LIBERTY, ELIE – TRAFFIC REGULATION ORDER OBJECTION REPORT – Report by the Head of Assets, Transportation and Environment | 18 - 23 |
| 6. OLD ST ANDREWS ROAD, GUARDBRIDGE: 20MPH SPEED LIMIT – Report by the Head of Assets, Transportation and Environment | 24 - 27 |
| 7. A91, WEST OF PETHERAM ROUNDABOUT, ST ANDREWS – SPEED LIMIT REDUCTION – Report by the Head of Assets, Transportation and Environment | 28 - 31 |
| 8. A91, STRATHTYRUM, GUARDBRIDGE – SPEED LIMIT ALTERATIONS – Report by the Head of Assets, Transportation and Environment | 32 - 35 |
| 9. ST ANDREWS COMMON GOOD - CONTRIBUTION TO STRUCTURAL REPAIRS OF ST ANDREWS TOWN HALL – Report by the Head of Communities & Neighbourhoods | 36 - 44 |
| 10. ELIE & EARLSFERRY COMMON GOOD - CONTRIBUTION TO REPLACEMENT HEATING SYSTEM AND REPAIRS TO EARLSFERRY TOWN HALL – Report by the Head of Communities & Neighbourhoods | 45 - 50 |
| 11. NORTH EAST FIFE ANTI-POVERTY FUND – Report by the Head of Communities & Neighbourhoods | 51 - 68 |
| 12. GRASSLAND MANAGEMENT STRATEGY – Report by the Head of Assets, Transportation and Environment | 69 - 82 |
| 13. GROUNDS MAINTENANCE SERVICE, DOMESTIC WASTE AND STREET CLEANSING SERVICE ANNUAL REVIEW 2020 – Report by the Head of Assets, Transportation and Environment | 83 - 87 |
| 14. SCHOOL ATTAINMENT & ACHIEVEMENT REPORT – Report by the Executive Director - Education & Children's Services | 88 - 159 |

- 15. NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-
- "The North East Fife Area Committee asks officers to provide a report for the next meeting of the Committee on the failure to implement the decision of the Committee on the 9th May 2018 to reduce the speed limit on the A914 at Drumoig."
- Proposed by Councillor Tim Brett
Seconded by Councillor Jonny Tepp
- 16. NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-
- "The North East Fife Area Committee notes and endorses North Fife Cycling's support for the cycling UK campaign calling on Police Scotland to introduce a camera footage submission and reporting system for Scotland. The Committee instructs the Convener to write to Police Scotland setting out its endorsement of North Fife Cycling's support of the campaign."
- Proposed by Cllr Jonny Tepp
Seconded by Cllr Tim Brett
- 17. NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-
- "The North East Fife Area Committee notes that littercams have been deployed by councils across the UK as a means of tackling the unacceptable levels of urban and roadside litter. The Committee instructs officers to explore the option of deploying littercams in North East Fife and to report back with recommendations for a pilot project **including proposals to fund** within 6 months."
- Proposed Jonny Tepp
Seconded Tim Brett
- 18. PROPERTY TRANSACTIONS** – Report by the Head of Assets, Transportation and Environment 160 - 161
- 19. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME** 162 -163

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

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14 April, 2021

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THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE- REMOTE MEETING

3rd March, 2021

9.30 a.m. – 12.50 p.m.

PRESENT: Councillors Donald Lothian (Convener), Tim Brett, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Dominic Nolan, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

ATTENDING: Janice Laird, Community Manager (North East Fife) ; Sheena Watson, Team Manager (Community Development), Communities & Neighbourhoods; Neil Watson, Lead Consultant (Roads & Lighting Asset Management), Lesley Craig, Lead Consultant, Traffic Management, Frances Ratcliffe, Lead Consultant, Bridges & Structures, Stuart Goodfellow, Technician Engineer, Traffic Management (North Fife), Roads & Transportation Services; Stuart MacArthur, Team Manager, Joan Gallo, Senior Social Work Assistant; Children & Families and Criminal Justice Services; David Thomson, Customer Experience Lead Officer, Customer & Online Services; Fiona McKay, Divisional General Manager (Interim), John Cooper, Service Manager, Residential & Day Services and Fieldwork East, Older People's Services; Vivienne McBride, Change Manager, East Division, Older People's Services, Health & Social Care; Paul Short, Service Manager, Housing, Health & Social Care & Older Persons, Gordon Binnie, Housing Manager, Area Housing Management, Housing Services; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Councillor Ross Vettraino, Convener, Environment & Protective Services Sub-Committee (for para. 314 only) and Derek Watson, Quaestor & Factor, St Andrews University (for para. 315 only).

APOLOGIES FOR ABSENCE: Councillor Bill Connor

312. DECLARATIONS OF INTEREST

Councillor Andy Heer declared an interest in Para. 319 - Application to Howe of Fife Local Community Planning Budget - as a member of the Steering Committee for Dunbog Hall Sports Field.

313. MINUTE

The Committee considered the minute of meeting of the North East Fife Area Committee of 20th January 2021.

Decision

The committee agreed to approve the minute.

At this stage, the Convener intimated that he had agreed to take the following item out of agenda order to accommodate an attendee who had another meeting.

314./

314. COMPLAINTS ON ENVIRONMENTAL ISSUES

With reference to discussion at the previous meeting members requested information on measures being taken to mitigate the number of complaints received relating to the refuse collection service, including failure to collect refuse bins and the take out and return service. Cllr Ross Vettraino, Convener of the Environment and Protective Services Sub-Committee, advised that most instances of non-collection of bins took place where the bins were not put out for collection or where refuse collection vehicles were unable to access areas due to irresponsible parking. He advised that a new software facility was being implemented in the next month which would video the route of refuse collection vehicles and this would enable officers to investigate the exact position following any future complaints. The system would also map every property with a take out and return service which would reduce the number of these missed. In addition, the system would enable photographs to be taken of cars blocking access with subsequent identification of and contact with the owners. In response to a question regarding the current system for booking of visits to household recycling centres, Councillor Vettraino advised that this was enabling an efficient use of the facilities and had significantly reduced illegal dumping of commercial waste, previously costing the Council over £1.5m per year. Persons having difficulty in making bookings on-line should contact the Council's call centre.

Decision

The Sub-Committee noted:-

- (1) the information given; and
- (2) that a briefing note providing details on the implementation of the new refuse collection software would be circulated to members.

315. PRESENTATION - ST ANDREWS UNIVERSITY UPDATE

Derek Watson, Quaestor and Factor, St Andrews University, gave a presentation providing an overview of the work of the University, with particular reference to the difficulties and impact on activity in the past year due to the COVID-19 pandemic. Issues included loss of income and delays to projects and research. However, initiatives had been developed to mitigate the effect of these issues and a number of developments were proceeding, including progress on the Eden Mill project, which would provide jobs and benefits for the future.

Decision

The committee noted the information provided and thanked Mr Watson for his interesting and informative presentation.

316. AREA ROADS PROGRAMME 2021/22

The Committee considered a report by the Head of Assets, Transportation and Environment detailing the projects which were proposed for approval for the Area Roads Programme in the North East Fife Area Committee area for delivery in the 2021-22 financial year.

Decision/

Decision

The Committee:-

- (1) approved the report and Appendices 1-3;
- (2) delegated authority to the Head of Assets, Transportation & Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener;
- (3) noted Appendices 4 and 5; and
- (4) agreed that future reports contain more detailed information on road condition.

The meeting adjourned at 11.08 a.m. and reconvened at 11.15 a.m.

317. APPLICATION FOR FUNDING FROM ST MONANS COMMON GOOD FUND

The Committee considered an application from the Head of Communities & Neighbourhoods in respect of an application received from St. Monans Charitable Fund for funding from the St. Monans Common Good Fund of £109,000 to create a new multi-accessible play park at Hope Place.

Motion

Councillor Porteous, seconded by Councillor Docherty, moved that the application be approved as recommended in the report.

Amendment

Councillor Holt, seconded by Councillor Lothian, moved that the application be approved subject to the amount granted being limited to £90,000, 50% of the total costs.

Roll Call

For the Motion - 10 votes

Councillors Brett, Docherty, Heer, Liston, MacDiarmid, Miklinski, Marjoram, Porteous, Thomson and Verner.

For the Amendment - 4 votes

Councillors Holt, Lothian, Nolan and Tepp.

Having received a majority of votes, the motion was accordingly carried.

Decision

The Committee approved a contribution of £109,000 from the St. Monans Common Good Fund to St Monans Charitable Fund to create a new multi-accessible play park at Hope Place.

318./

318. APPLICATION FOR FUNDING FROM CUPAR LOCAL COMMUNITY PLANNING BUDGET

The Committee considered a report by the Head of Communities & Neighbourhoods seeking funding of £13,645 from Cupar Local Community Planning Budget to add the name of a WW2 soldier to Cupar War Memorial.

Decision

The Committee approved funding of £13,645 from the Local Community Planning Budget for the purpose of adding the name of a WW2 soldier to Cupar War Memorial.

Prior to consideration of this item, Councillor Heer, having declared an interest, left the meeting at this stage.

319. APPLICATION TO HOWE OF FIFE LOCAL COMMUNITY PLANNING BUDGET

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of an application from Dunbog Community Hall for £9000 from the Local Community Planning Budget to help fund a maintenance plan for Dunbog Community Park.

Decision

The Committee approved an award of £9000 from the Local Community Planning Budget to Dunbog Community Hall Management Committee towards the costs of a maintenance plan for Dunbog Community Park.

Councillor Heer rejoined the meeting following consideration of the above item.

320. UPDATE ON REPLACEMENT OF NORTHEDEN HOUSE, CUPAR

The Committee considered a joint report by the Director of Health & Social Care and the Head of Housing Services providing an update on the replacement for Northeden House care home on the site of the Dalgairn Centre in Bank Street, Cupar.

Decision

The Committee noted the update provided.

321. NORTH EAST FIFE LOCAL COMMUNITY PLAN 2019-2022 PROGRESS REPORT

The Committee considered a report by the Head of Communities & Neighbourhoods providing an update on progress towards the Areas of Focus in the North East Fife Local Community Plan approved by Committee in May 2019.

Decision

The Committee agreed to:-

- (1) note the progress made to address the priorities of the North East Fife Local Community Plan and identify areas for improvement;
- (2)/

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- (2) note the impact of the Covid pandemic on communities in North East Fife and the actions taken to mitigate these impacts and to help protect the most vulnerable in their communities;
- (3) support continuing work to achieve the outcomes of the Local Community Plan;
- (4) seek regular updates from the People and Place Local Leadership Teams;
- (5) recognise the importance of the development and maintenance of cycle and pedestrian paths and that this was reflected adequately in the Council's forward planning; and
- (6) recognise and reiterate the importance of superfast broadband for every house.

Councillors Miklinski and Thomson left the meeting during consideration of the above item.

322. CRIMINAL JUSTICE SOCIAL WORK SERVICE - COMMUNITY PAYBACK: UNPAID WORK SCHEME

The Committee considered a report by the Head of Education & Children's Services (Children & Families & Criminal Justice Services) providing an update on developments within Fife Council Criminal Justice Social Work Service in relation to the work of the Community Payback Unpaid Work Team in the Area Committee wards between April 2019 and March 2020.

Decision

The Committee:-

- (1) noted the information contained in the report; and
- (2) agreed that further reports on the Unpaid Work Scheme by the Criminal Justice Social Work Service be brought to the North East Fife Area Committee on an annual basis.

Councillor Miklinski rejoined the meeting and Councillor Holt left the meeting during consideration of the above report.

323. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Assets, Transportation and Environment advising of action taken using the list of officer Powers in relation to property transactions.

Decision

The Committee noted the report.

324. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Forward Work Programme for the North East Fife Area Committee.

Decision/

Decision

The Committee noted:-

- (1) the current Forward Work Programme which would be updated as appropriate; and
- (2) that a report on Rewilding would be submitted to a future meeting.

325. VALEDICTORY – JANICE LAIRD

At the conclusion of the meeting the Convener advised that Janice Laird, Community Manager, was attending her last meeting of the Committee prior to retirement. Members expressed their great appreciation of the work carried out by Janice over the years and wished her well for the future.

21 April 2021

Agenda Item No. 4

BID (Business Improvement District) St Andrews Renewal Process

Report by Gordon Mole, Head of Business and Employability and
Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 1

Purpose

- To inform members of the current process involved in undertaking the renewal ballot for BID St Andrews, and explain the impediments to providing the opportunity, for North East Fife Area Committee, to express a formal view on the BID Proposal Document.
- To provide an opportunity to provide an oral update on the BID Proposal Document prior to the formal submission date of 22nd April 2021.

Recommendation(s)

It is recommended that Members:

1. Note the process and timescales involved in undertaking the ballot (Appendix 1)
2. Note that given the current Covid Pandemic, the Business Improvement Districts Legislative timetable and impending Scottish Parliamentary elections there is not a sufficient opportunity for the North East Fife Area Committee to provide a formal view on the BID Proposal Document.
3. Remit to the Head of Business & Employability and the Head of Communities & Neighbourhoods, in consultation with the Head of Legal & Democratic Services, to agree whether the BID proposals are sufficiently robust, do not contradict any local policies and strategies of the Council and therefore to waive Fife Council's right of veto.
4. Remit to the Head of Business & Employability and Head of Communities & Neighbourhoods, in consultation with the Head of Legal & Democratic Services to agree the terms of the "Operating Agreement" between BID St Andrews and Fife Council should a positive result be returned at the ballot on the 28th of July 2021.

Resource Implications

Financial – Under the current rateable values, Fife Council will pay the BID levy Council owned properties within the BID district, at a level of around £10,000 per annum, and this is included in existing service budgets.

Staff resource – an estimate of around 60-70 hrs will be required to manage the ballot process and if successful the Local Community Manager will manage the relationship between the BID Company and Fife Council.

Legal & Risk Implications

The legislative framework for Business Improvement Districts is contained in the Planning etc (Scotland) Act 2006. Fife Council, under the provisions of the Business Improvement District (Scotland) Regulations 2007, has the power of veto over the BID St Andrews proposals on specified grounds only. These relate to; evidence of business support, conflicts with policy, imposing unfair financial burdens on ratepayers located in the BID area, proposed geography of the BID area, lack of prior discussion/consultation and finally the significance of the BID proposals.

As the emerging proposals align with the Council's identified strategies and priorities, particularly in relation to recovery from the Covid-19 Pandemic and have the potential to significantly enhance St Andrews as a business location and visitor destination, it is unlikely there will be any valid reasons for Fife Council to veto the BID St Andrews Proposals, provided that the final BID Proposal Document is in line with the drafts seen by Officers.

Impact Assessment

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

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The proposed Business Improvement District for St Andrews supports the Plan for Fife commitments to Inclusive Growth and Thriving Places, the Investment goals of Fife's Economic Strategy and the emerging business recovery strategies being drafted by Council Officers. These strategies align with this Duty in their commitment to inclusive economic growth.

Consultation

The Head of Legal & Democratic Services and Head of Finance have been consulted during the preparation of this report. Local Ward Members have also been engaged through their representation on the BID St Andrews Board.

1.0 Background

- 1.1 A Business Improvement District is a business-led initiative within a defined geographical area, for example a town centre or an industrial estate, where businesses and other interested parties work together and invest funds generated by a levy on business rates to improve the business environment. These improvements must be additional to the services provided by the public sector. There are currently 38 operational BIDs in Scotland, with a number under development.
- 1.2 Business Improvements Districts are governed by Scottish Statutory Instruments which limit a BID's tenure to a maximum of five years before it is required to undertake a renewal ballot of members. The BID Company is required to re-examine its purpose, values, vision, and objectives. This is then translated into a five year forward plan which is voted on by all members within the BID area.

- 1.3 BID St Andrews currently has no legal status under the Business Improvement District Regulations, with its last term ending on the 5th January 2021.
- 1.4 Due to the Covid 19 restrictions, it was not possible to conduct the statutory renewal process during 2020 and therefore the renewal ballot was postponed until meaningful business engagement and consultation could be undertaken.
- 1.5 The current Renewal Ballot timeline (set out in Appendix 1 to this report) provides the key dates for the ballot process, up to the 28th July 2021, Ballot Day.

2.0 Issues and Options

- 2.1 Following consultation with businesses and community groups, and Fife Council, BID St Andrews has now developed a draft business plan which will deliver the business priorities identified alongside the Local Community Plan. The Business Plan will form part of the suite of documents that makes up the formal Business Improvement District Proposal. This is due to be delivered to Fife Council by the 22nd April 2021. Fife Council then has until the 20th May 2021 to either formally accept and endorse the BID proposal or to invoke the right of veto, referenced in the Legal and Risk Section of this report. As there is no scheduled meeting of the North East Fife Area Committee it will not be possible to bring the Committee a report outlining Officer recommendations relating to the BID Proposal Documents.
- 2.2 **Business Plan** – The draft Business Plan follows four broad activity headings under which there are a range of costed projects:
 - Marketing and Promotion
 - Accessibility
 - Clean and Green
 - Business Support
 - Facilitate

Further details on the projects and costings can be found in Appendix 2.

- 2.3 **Budget** - A potential Income and Expenditure model has been developed by BID St Andrews in collaboration with businesses, The University of St. Andrews and Fife Council. This reflects the partnership activity which will be undertaken within St Andrews by the BID. The 5-year budget is based on a business levy generated via a charge of 1.5% of business property Rateable Value. This will be set at a yet to be defined “Tone” date which is likely to be 1st April 2021.

Recognising the financial constraints of local authorities, including Fife Council, an annual commitment of funds from the North East Fife Area Committee is not being sought as part of this budget, however, a pre-existing commitment of £8,000 per annum, towards Winter Lighting is still in place. The funding model has been designed to be sustainable, although it is recognised that there may be opportunities to expand delivery or make changes to the business plan that may necessitate additional funds.

Table 1 – Income and Expenditure Funding Model 2021- 2026

Income	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
BID LEVY	£180000	£180000	£180000	£180000	£180000	£900,000
Value in Kind*	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
INCOME TOTAL	£200,000	£200,000	£200,000	£200,000	£200,000	£1,000,000

EXPENDITURE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
MARKETING AND PROMOTION	£60,000	£60,000	£60,000	£60,000	£60,000	£300,000
ACCESSIBILITY	£18,400	£18,400	£18,400	£18,400	£18,400	£92,000
CLEAN AND GREEN	£60,000	£60,000	£60,000	£60,000	£60,000	£300,000
BUSINESS SUPPORT	£19,000	£19,000	£19,000	£19,000	£19,000	£95,000
FACILITATE	£24,400	£24,400	£24,400	£24,400	£24,400	£122,000
BAD DEBT	£7,100	£7,100	£7,100	£7,100	£7,100	£35,500
CONTINGENCY	£7,100	£7,100	£7,100	£7,100	£7,100	£35,500
RENEWAL BALLOT	£4,000	£4,000	£4,000	£4,000	£4,000	£20,000
TOTAL	£200,000	£200,000	£200,000	£200,000	£200,000	£1,000,000

BID St Andrews will discuss with Fife Council and other agencies, opportunities for additional funding, as they arise, throughout the life of the BID. In addition, commitment will be sought from other non-domestic rate payers who wish to opt-in by paying a levy sum to become “voluntary” members of BID St Andrews.

* TBC University of St Andrews

2.4 Monitoring – Throughout the lifetime of the Business Improvement District all elements of service delivery will be monitored to ensure that the business plan achieves a high level of impact. These will be governed by key Metrics. The Key Performance Indicators identified for monitoring include:

- Footfall and visitor numbers. The BID team will aim to increase footfall by 5%
- Dwell time. The BID team will aim to increase dwell time in St Andrews.
- Local Expenditure in Businesses. A simple survey of key businesses will be used to establish customer spend. This will be linked to a business turnover survey, measuring by 5% increments.

3.0 Conclusions

- 3.1 BID St Andrews will be democratically and business-led, set up to work alongside Fife Council and other local bodies, to support inclusive growth, Community Wealth Building, and the business recovery from the Covid 19 Pandemic. Should the renewal ballot be successful, it would signal clear intent from the business community, that they are fully engaged in recovery from the Covid 19 Pandemic, and see a bright future for the town, as well as demonstrating confidence that the BID has delivered a high level of service to its members.
- 3.2 The views of the Local Ward Members have previously been sought by BID St Andrews, with two local St Andrews Members representing Fife Council on the BID board.

List of Appendices

1. Appendix One – BID Timetable
2. Appendix Two – Summary of Projects and Costs from the BID St Andrews Business Plan

Background Papers

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

- The Planning etc (Scotland) Act 2006
- Business Improvement District (Scotland) Regulations 2007

Report Contact

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Lead Officer – Town Centre Development
Business and Employability
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Appendix One – BID Timetable

Timetable and Processes	Date - 28th July 2021
Business Consultation – questionnaire/draft business plan	Winter/Spring 2021
Notice of intention to go to renewal ballot.	24 th April 2021
BID Review	25 th March 2021
BID Proposal to Fife Council & Scottish Government	22 nd April 2021
Report to North East Fife Area Committee	21 st April 2021
Fife Council confirms not vetoing BID Proposal.	20 th May 2021
Formal request to hold ballot.	3 rd June 2021
Fife Council Instruction to hold ballot.	3 rd June 2021
Issue of Ballot Papers	17 th June 2021
Last day for postponing ballot	17 th June 2021
Last day for appointment of proxy	19 th July 2021
First day - request replacement for lost ballot paper	20 th July 2021
Last day for cancellation of Proxy	22 nd July 2021
Ballot Day	28 th July 2021
The Count and Announcement of Ballot result	29 th July 2021 (within 7 days)

Appendix 2 – Summary of Projects and Costs from the BID St Andrews Business Plan

1. Marketing, Digital & Promotion

Project	Activity	Benefit to levy payers	Indicative cost
#LoveStAndrews	Full ATL Marketing Campaign incorporating: Indy Campaign Food & Drink Trails St Andrews Gift Card Scotland Loves Local		£28,000
St Andrews Day	Fireworks, Market, Ceilidh, Parade & Cultural Activities		£28,000 (£8K BID, £20K external sources)
Winter Economy/Lights	Winter Lights, Lights Switch On. Local media marketing campaigns		£25,000 (£17,000 BID, £8,000 external)
Trails	Physical & Virtual		£7,000
Total Project Cost to BID			£60,000

2. Accessibility

Project	Activity	Benefit to levy payers	Indicative cost
Improve parking provision	Liaising with Fife Council to provide better parking options in the town for locals and visitors.	Increased footfall and visitor spend. Increased consumer 'dwell time' in the town.	
Review parking charges	Lobbying Fife Council to introduce free parking periods during the day, e.g. up to 10 am and after 4 pm	Improved convenience for customers. Additional footfall and consumer spend by encouraging locals and visitors into the town centre at specific times of day. Increased consumer 'dwell time' in the town	

Park and Ride	Research potential options for introducing a Park & Ride scheme to help ease congestion and encourage greater footfall.	Providing key information and advice on how to progress this initiative.	£8,400
Signage	Additional Directional Signage for parking and attractions	Improved visitor experience for customer	£10,000
Total Project Cost to BID			£18,400

3. Clean & Green

Project	Activity	Benefit to levy payers	Indicative cost
Programme of activities to encourage St Andrews to work towards becoming a Zero Waste town	Working with St Andrews Environmental Network to devise a continuous improvement programme, maximise opportunities to reduce costs and address the issues relating to commercial waste in the town. Working with other organisations to provide a collaborative approach to improving the town centre environment. Working with commercial waste operators to improve services. Undertaking an annual review demonstrating progress towards a cleaner town centre environment.	Improved town centre environment for locals, visitors, and staff.	£55,000
Curbing seagulls	Maintenance and improving of waste facilities.	Quieter and cleaner environment.	£2000
Enhanced floral displays	Working with St Andrews in Bloom to increase the impact of floral displays in the town centre throughout the year.	More attractive environment for locals and visitors.	£1500
Total Cost to BID			£58,500

4. Business Support & Development

Project	Activity	Benefits to levy payers	Indicative cost
Training & Skills to enhance business development	Work with a specialist to deliver a range of training and skill courses online and in person.	Improved business performance through better management	£5,500
HR Training	Working with Business Gateway Fife to ensure that local businesses maximise opportunities for training and advice.	Improved business performance through a more skilled workforce	£5,500
Business Networking sessions	Hosting a series of business-to-business events throughout the year.	Opportunities for collaborative working. Opportunities for increasing commercial knowledge, contacts and awareness.	£1,500
Shop Local supporting the Great British High Street initiative & other Key Shop Local campaign	Promote a Shop Local campaign twice a year	Benefits to all sectors through increased footfall and consumer spend. Opportunities to promote St Andrews to local catchment area.	£5,000
Encouraging new business entrants	Prepare marketing material to highlight St Andrews as a great place to do business.	Reduced number of vacant units. Increased town centre vibrancy and vitality.	£1,500
Crime Prevention	Working with Police Scotland to deliver training and advice on a range of security, crime prevention and personal safety topics.	Greater awareness of crime prevention measures within the business community. Business improvements and an enhanced business environment.	
Total Cost to BID			£19,000

21st April 2021

Agenda Item No. 5

Bank Street & Liberty Elie – Traffic Regulation Order objection report

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 19 – East Neuk and Landward

Purpose

The purpose of this report is to allow North East Fife Area Committee to consider objections to a proposed Traffic Regulation Order (TRO) for the introduction of waiting restrictions on Bank Street and Liberty, Elie.

Recommendation(s)

It is recommended, in the interests of road safety and local traffic management, that Committee sets aside the unresolved objections to allow the Traffic Regulation Order (TRO) to be made, introducing waiting restrictions on Bank Street and Liberty, Elie; as shown on Drawing Numbers TRO/20/23 & TRO/20/24.

Resource Implications

The cost to formally make this TRO and deliver the associated traffic management works is approximately £3,000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

Consultation

The local ward councillors, Parking Management Team and Police Scotland have previously been advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process was undertaken with legal notices posted in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO were available for inspection on the fife.gov.uk website.

1.0 Background

- 1.1 Committee approval to promote a Traffic Regulation Order for the restrictions outlined on Drawing Nos. TRO/20/23 and TRO/20/24 was granted at 2nd September 2020 meeting of North East Fife Area Committee (Para 265 of 2019 NEFAC 149 refers).
- 1.2 The TRO was subsequently published on 18 November 2020, with 8 formal objections received.

2.0 Issues and Options

- 2.1 The objectors have received a detailed response addressing the points raised by their concerns and have been asked to consider withdrawing their objection. All objections remain outstanding.
- 2.2 Redacted copies of correspondence detailing the outstanding objections and responses have been provided to Members as background papers.
- 2.3 It should be noted there were also some communications received outwith the notified period for comments. These have been acknowledged however they do not raise any point not previously received.
- 2.4 Roads and Transportation Services response to the terms of the individual objections has been summarised below:

“loss of on street parking” – As part of a multi-agency working party which was taking place in Elie and Earlsferry last summer it was highlighted by the Police representative that there had been a number of occasions that emergency response vehicles could not progress along either of these roads due to indiscriminate and inconsiderate parking taking place. It was discussed on site and agreement was reached on the two most critical locations.

“restrictions should be on the north side of the road” - The reason behind the introduction of the waiting restrictions on the south side of the road is to break the traffic flow. Currently there are ‘No Waiting At Any Time’ (NWAAT) restrictions on the South side of Links Place between Isaac Mackie House to the junction of Fountain Road, they then switch to the North side of Links Place from the junction of Fountain Road to the junction of Telfer Wynd. In placing the restrictions on the south side of Liberty between Telfer Wynd and Siward Lane, then we are breaking the potential for unopposed traffic flow.

“loss of ability to load/unload due to no off-street parking facility” – The proposals are for ‘No Waiting At Any Time’ restrictions. As such, the ability for residents with no off-street parking to actively load and unload vehicles will not be affected, provided they then park their vehicles away from the restrictions once activity completed.

“restrictions should be seasonal” - It is the view that if there is an obstruction at any time then this could restrict essential access for public service vehicles such as ambulances, fire engines and refuse vehicles. There is also an increasing number of large delivery vehicles. With no other diversion route available then maintaining traffic flow on Bank Street, Links Place and Liberty is seen as being essential.

“residential permits should be issued” – This is currently considered as a possible intervention within a controlled parking zone, where a number of properties are located in an area which requires residents to pay to park near by. A ‘Controlled parking’ zone can either off or on-street ‘pay and display’ parking. These types of restrictions are generally located in or around busy town centres, train/bus stations, hospitals etc.

“proposals will restrict use of Automatic Telling Machine at former bank branch” – the proposed ‘No Waiting At Any Time’ restrictions adjacent to this location will allow for vehicles to momentarily stop, so long as they are not left unattended for a long period of time.

3.0 Conclusions

- 3.1 The objections should be set aside and the waiting restrictions for Liberty and Bank Street, Elie be implemented, in the interest of road safety and local traffic management.

List of Appendices

1. Drawing Nos.TRO/20/23 and TRO/20/24.

Background Papers

Redacted copies of correspondence with objectors

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

1. EqlA Summary Report

Lesley Craig
Lead Consultant, Traffic Management
Roads and Transportation Services
Bankhead Central
03451 55 55 55 Ext No 480082
Email: lesley.craig@fife.gov.uk

Equality Impact Assessment Summary Report

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

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

21st April 2021

Bank Street & Liberty Elie – Traffic Regulation Order objection report

What are the main impacts on equality?

There is no negative impact on any of the protected characteristic groups.

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

N/A

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

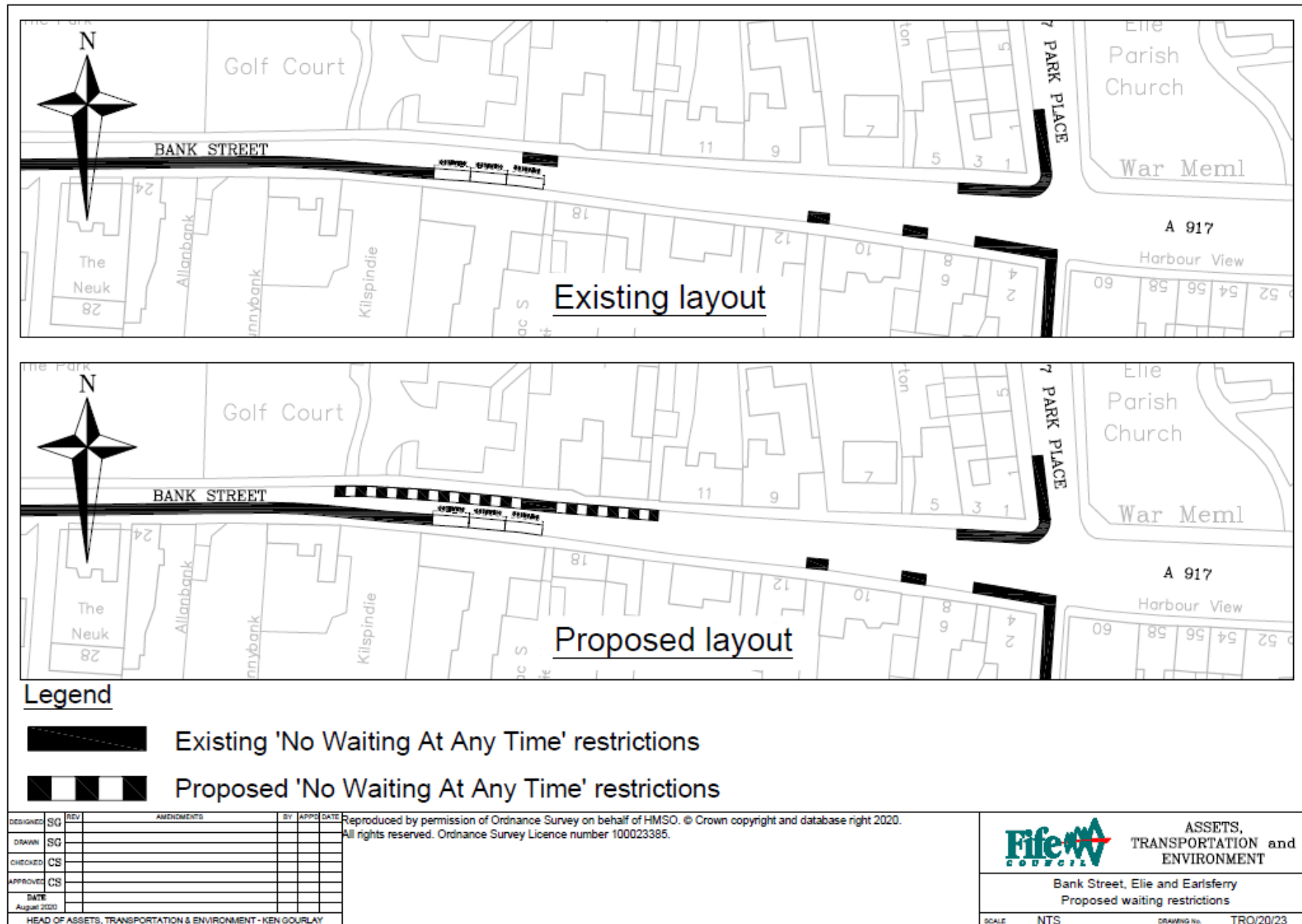
Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.

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

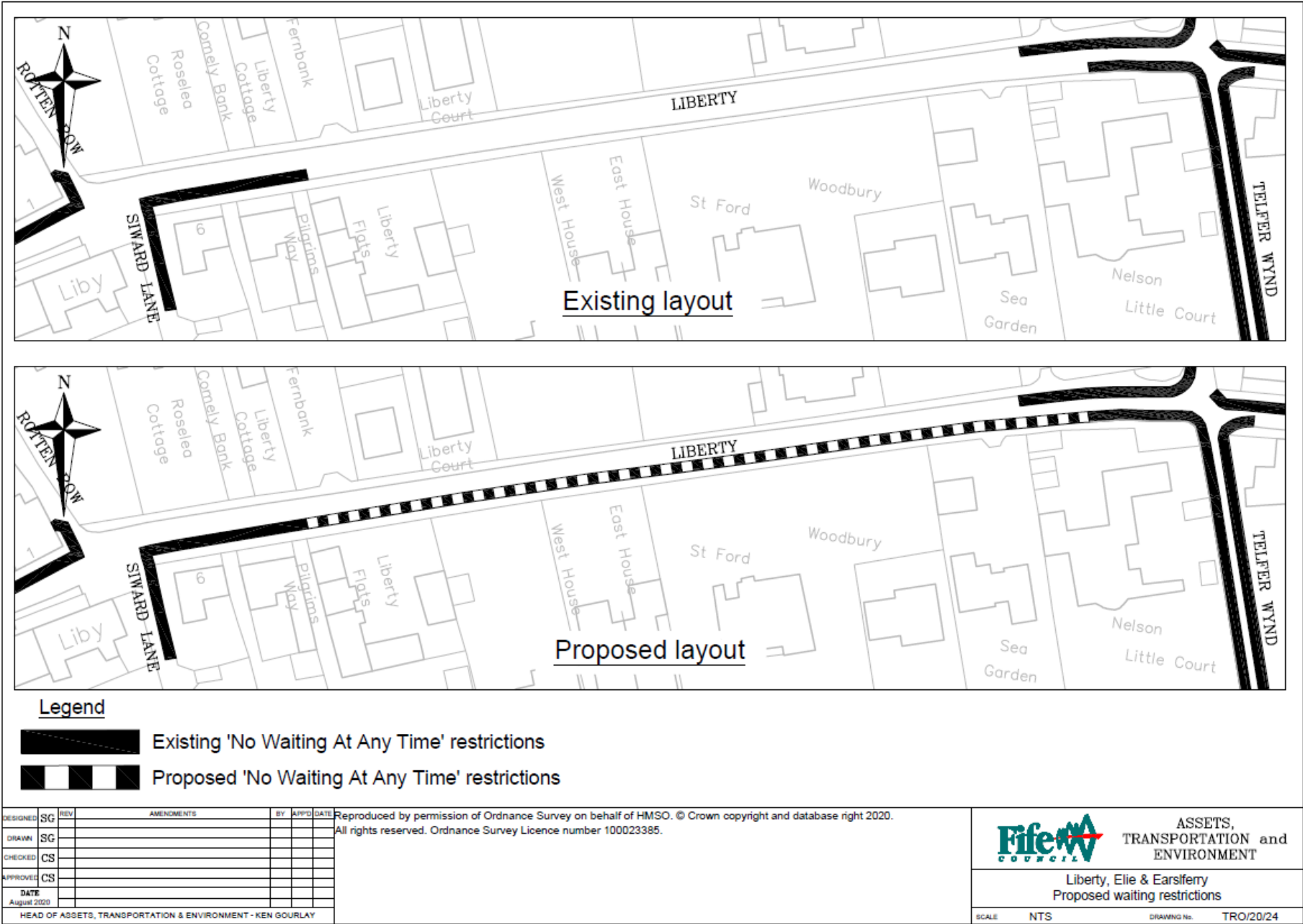
Martin Kingham, Service Manager, Roads & Transportation

VOIP: 493636

Appendix 1



Appendix 1 ctd.



21st April 2021

Agenda Item No. 6

Old St Andrews Road, Guardbridge: 20mph Speed Limit

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 17 Tay Bridgehead

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of a 20mph speed limit on Old St Andrews Road, Guardbridge.

Recommendation(s)

It is recommended, in the interests of road safety, that Committee agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the 20mph speed limit as shown in drawing TRO/21/07 (Appendix 1).

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £3,000 which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Police Scotland and Guardbridge Community Council have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available at www.fife.gov.uk.

1.0 Background

- 1.1 In 1992, a Speed Limit Consolidation Order was made to bring all speed limits into one Traffic Order. In this Order, Main Street, Guardbridge was designated as 30mph and the A91, Cupar Road and St Andrews Road were designated 40mph. No definitive designation was made in this Order for Old St Andrews Road.
- 1.2 In 2006 a TRO amended Cupar Road and St Andrews Road were reduced to 30mph as they stand today. There was no mention of Old St Andrews Road in this Order.
- 1.3 Since 2004, there have been various TROs made reducing residential streets in Guardbridge to 20mph, e.g. Miltonbank Crescent, Innerbridge Street, Motray Park, etc.

2.0 Issues and Options

- 2.1 It is unclear from the historical TROs what speed limit was intended for Old St Andrews Road. With access being off the 40mph A91 it has defaulted to 40mph because no signage was erected at the junctions.
- 2.2 With the existence of street lighting there is an assumption that perhaps drivers would assume the limit to be 30mph but with no signage this is not enforceable.
- 2.3 Residents have communicated their safety concerns for pedestrian and cyclist movements and reported instances of inappropriate speed in Old St Andrews Road.
- 2.4 A precedence has now been set by the introduction of 20mph for minor residential roads where there are likely to be pedestrian movements. It is proposed that Old St Andrews Road be designated 20mph through the publication of a TRO.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety and road management, that the 20mph speed limit restriction be promoted.

List of Appendices

1. Plan TRO/21/07: Old St Andrews Road, Guardbridge 20mph Speed Limit Proposal

Background Papers

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

1. EqIA Summary Sheet

Report Contact

Lesley Craig
Lead Consultant, Traffic Management
Roads and Transportation Services
Bankhead Central
03451 55 55 55 Ext No 480082
Email: lesley.craig@fife.gov.uk

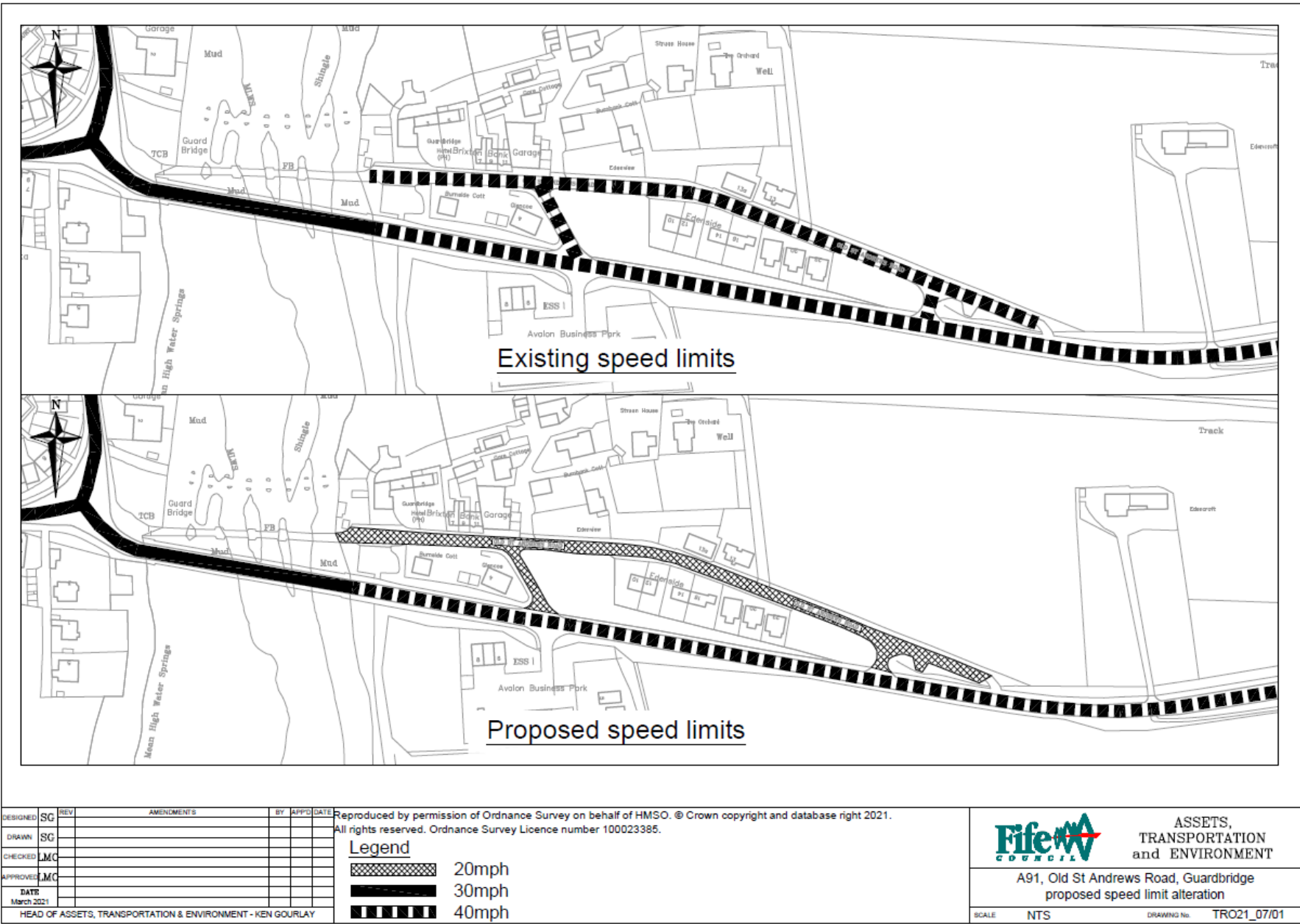
Equality Impact Assessment Summary Report

Equality Impact Assessment Summary Report

Which Committee report does this IA relate to (specify meeting date)? 21 st April 2021 Old St Andrews Road, Guardbridge: 20mph Speed Limit
What are the main impacts on equality? There is no negative impact on any of the protected characteristic groups.
In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced? N/A
What are the main recommendations to enhance or mitigate the impacts identified? N/A
If there are no equality impacts on any of the protected characteristics, please explain. Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.
Further information is available from: Name / position / contact details: Martin Kingham, Service Manager, Roads & Transportation VOIP: 493636

EqlA Ref No.	566/14/T&E/General Traffic Regulation Orders
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Appendix 1



21st April 2021

Agenda Item No. 7

A91, west of Petheram roundabout, St Andrews – Speed limit reduction

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 18 St Andrews.

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the extension of the existing 30mph speed limit on A91, west of Petheram roundabout.

Recommendation(s)

It is recommended, in the interests of road safety, that Committee agrees to the promotion of a Traffic Regulation Order (TRO) to extend the 30mph speed limit as shown in drawing TRO/21/12/1 (Appendix 1).

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure will be the responsibility of the developer.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Police Scotland and St Andrews Community Council have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available at www.fife.gov.uk.

1.0 Background

- 1.1 As part of planning application 17/03467/FULL, construction of link road and roundabout with associated infrastructure and landscaping, it was agreed that the existing 30mph speed limit at Petheram be extended further westward, to include the newly constructed roundabout access road and associated crossing.
- 1.2 The current speed limit is 40mph.

2.0 Issues and Options

- 2.1 The existing 30mph/40mph speed limit boundary is around 170 metres west of the Petheram roundabout.
- 2.2 The proposed 30mph/40mph boundary will be approximately 470 metres further west.
- 2.3 This leaves around 620 metres of 40mph before the national speed limit boundary.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety and road management, that the 30mph speed limit extension be promoted.

List of Appendices

1. Plan TRO/21/12/1

Background Papers

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

1. EqIA Summary Report

Report Contact

Lesley Craig
Lead Consultant, Traffic Management
Roads and Transportation Services
Bankhead Central
03451 55 55 55 Ext No 480082
Email: lesley.craig@fife.gov.uk

Equality Impact Assessment Summary Report

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

21st April 2021

A91, west of Petheram roundabout, St Andrews – Speed limit reduction

What are the main impacts on equality?

There is no negative impact on any of the protected characteristic groups.

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

N/A

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

N/A

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

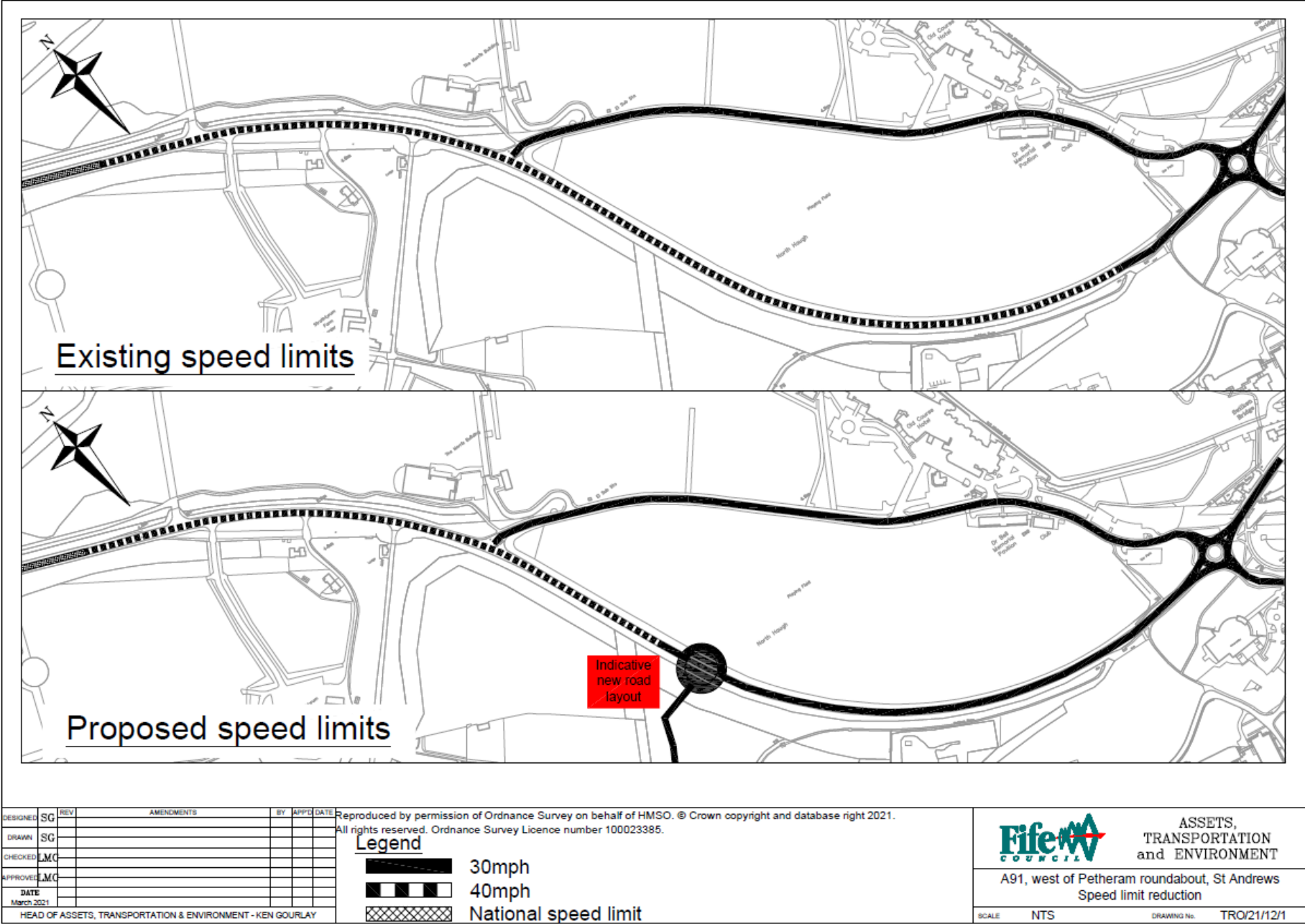
Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.

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

Martin Kingham, Service Manager, Roads & Transportation

VOIP: 493636

Appendix 1



21st April 2021

Agenda Item No. 8

A91, Strathtyrum, Guardbridge – Speed limit alterations

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 17 Tay Bridgehead.

Purpose

The purpose of this report is to allow the Area Committee to consider proposals for the introduction of a 40mph speed limit on A91, at Strathtyrum, Guardbridge and the inclusion of new residential roads within an existing 20mph zone.

Recommendation(s)

It is recommended, in the interests of road safety, that Committee agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a 40mph speed limit and also include the proposed streets within the existing 20mph TRO, both as shown in drawing TRO21/13/1 (Appendix 1).

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure will be the responsibility of the developer.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Police Scotland and Guardbridge Community Council have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available at www.fife.gov.uk.

1.0 Background

- 1.1 In January 2018 approval was granted for planning application 18/00078/FULL.
- 1.2 This was for a residential development of 334 properties on ground at Seggie Farm, Guardbridge.
- 1.3 As part of this development, 2 new junctions are to be formed with the existing public road network. These will provide access/egress for pedestrian and vehicular traffic.
- 1.4 One will be on the A91, approximately 350 metres west of the roundabout junction with Main Street and the other on Main Street, approximately 485 metres from the roundabout junction with the A91.
- 1.5 The current speed limit on the A91 is National Speed Limit and on Main Street it is 30mph.
- 1.6 The new roads within the development are being constructed to national guidelines which recommend design speeds of 20mph for residential streets.

2.0 Issues and Options

- 2.1 In order to maintain road safety on the A91 it is recommended that the existing speed limit on the A91 be reduced in the vicinity of the new access.
- 2.2 It is proposed to introduce a 40mph 'buffer zone' speed limit, from the existing 30mph/National Speed Limit boundary westwards for a distance of approximately 450 metres.
- 2.3 Additionally it will be necessary to promote an amendment to an existing 20mph Traffic Regulation Order for inclusion of these streets.

3.0 Conclusions

- 3.1 It is considered that both the 40mph and the 20mph speed limits be promoted, in the interests of road safety and road management.

List of Appendices

1. Plan TRO21/13/1

Background Papers

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

1. EqIA Summary Report

Report Contact

Lesley Craig
Lead Consultant, Traffic Management
Roads and Transportation Services
Bankhead Central
03451 55 55 55 Ext No 480082
Email: lesley.craig@fife.gov.uk

Equality Impact Assessment Summary Report

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

21st April 2021

A91, Straththyrum, Guardbridge – Speed limit alterations

What are the main impacts on equality?

There is no negative impact on any of the protected characteristic groups.

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

N/A

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

N/A

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

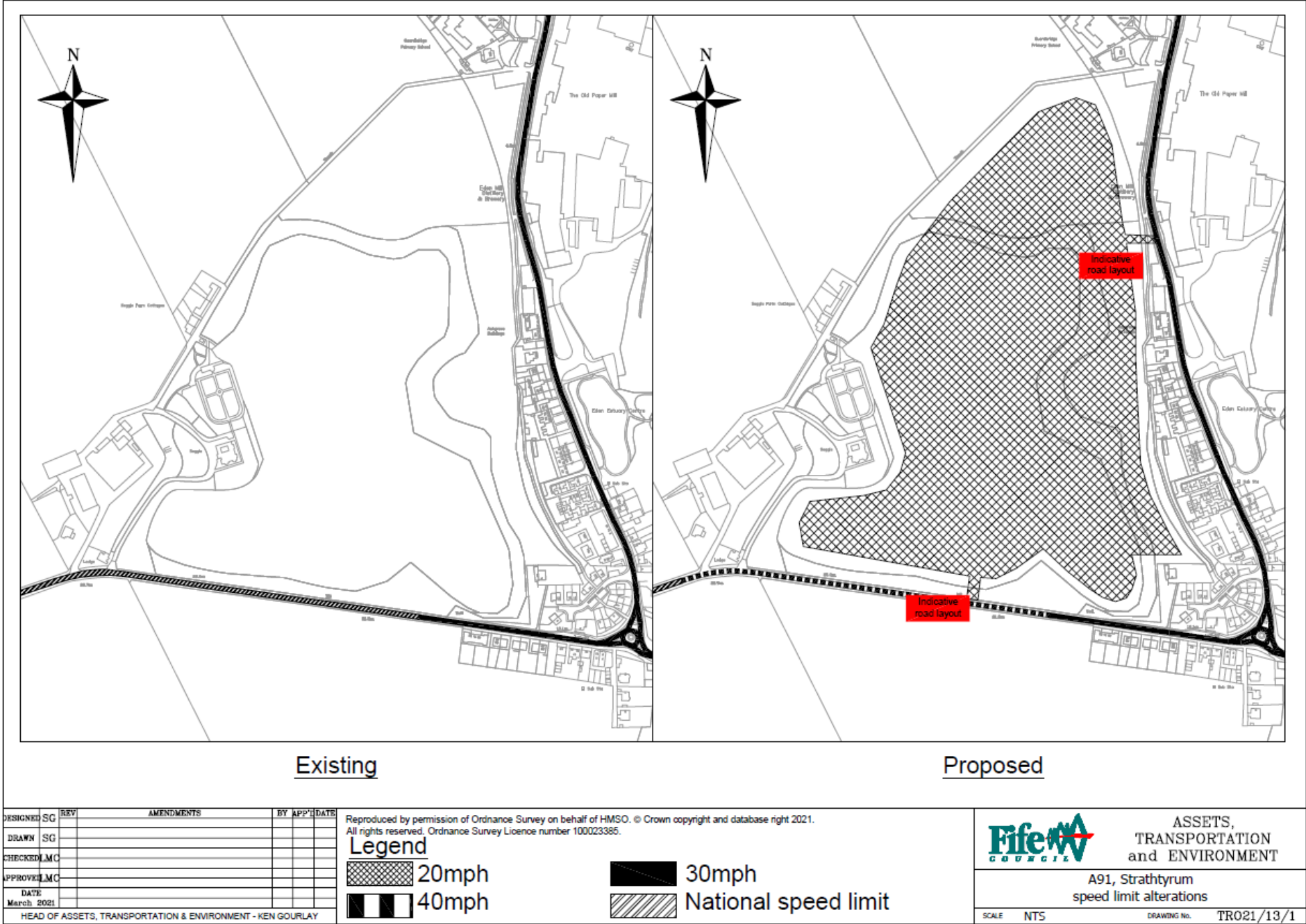
Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.

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

Martin Kingham, Service Manager, Roads & Transportation

VOIP: 493636

Appendix 1



21 April 2021

Agenda Item No. 9

St. Andrews Common Good – Contribution to Structural Repairs of St. Andrews Town Hall

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 18 – St. Andrews

Purpose

The purpose of this report is to seek agreement from Committee on a contribution from St. Andrews Common Good towards the structural repairs of St. Andrews Town Hall, a Common Good asset.

Recommendation

It is recommended that Committee approve a contribution of £210,000 from St. Andrews Common Good towards the Structural Repairs to St. Andrews Town Hall.

Resource Implications

St. Andrews Common Good has revenue balances of £135,800 and projected 2021/22 income from rents and interest £82,181 giving a total of £217,981 available to spend in 2021/22.

Given the importance of this civic building to the town it is proposed that this funding be used to safeguard this asset for future generations.

Legal & Risk Implications

There are no legal or risk implications based on this report. The risk of not acting now to make the Town Hall structurally sound is that the dry and wet rot found in the Main Hall are going to continue to spread causing further damage and increasing the cost of repair.

At present the building is closed due to safety concerns. There is reputational risk to Fife Council if action to address the structural defects are not undertaken.

Impact Assessment

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

The Royal Burgh of St. Andrews Community Council has been consulted and while Community Councillors are of the view that it is not unreasonable for the Common Good Fund to make a substantial contribution to the cost of the repairs, they would wish for this to be capped at £150k to leave funding in Common Good for other purposes. Local Ward Members have been consulted and are supportive. Consultation with other NEFAC Councillors took place before the Capital Plan 2021-24 was approved which led to £250k being secured for this project through Tourism and Communities Facilities investment.

1.0 Background

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost except in circumstances where funding is for the maintenance of Common Good property.

2.0 Project Proposal

- 2.1 In Summer 2019 cracks in the ceiling of the Main Hall highlighted a problem. This was investigated by Property Services as part of the planned maintenance regime. Further invasive investigations by a specialist company were found to be needed but Listed Building Consent was required in order to do so.
- 2.2 Listed Building Consent and Planning Permission were received at the end of November 2019 and following sign-off of a scaffold design by a structural engineer the scaffold build began (December 2019/January 2020).
- 2.3 Investigative work was scheduled for February 2020 and ground floor props were installed. Further planned work was subsequently put on hold due to the coronavirus pandemic and the first lockdown in March 2020. Work has been intermittent since that time and impacted by the furloughing of key staff by contractors.
- 2.4 After extensive investigations involving a structural engineer and wood rot specialists, it was determined that there is dry and wet rot within the original timber lintols over the Main Hall windows. Every window in the Main Hall is affected but the worst is nearest the Council Chambers.
- 2.5 The proposed work will remove the contaminated timbers, stone and plaster with the remaining timbers and stonework walls being chemically treated. New concrete/steel lintols will be installed by opening up the roof which will also allow any issues identified there to be addressed. An additional two rainwater pipes will be installed to ensure rain flows swiftly away from the lead-lined valley gutter.

Work carried out during the 1960's refurbishment of the Town Hall will be corrected. At that time iron grilles in the stonework were removed reducing the ventilation of the building.

- 2.6 Inside, the ornate plasterwork will be reinstated. Sections of the existing cornice have been retained for possible reuse and moulds will be made for accurate copies. New lighting will be installed in the Main Hall and the woodchip paper will be removed as part of the redecoration of the hall.
- 2.7 New suspended ceilings and lights in the Foyer and Exhibition Area will be reinstated following the removal of the ground floor propping scaffolding which is currently securing the building. The ceilings in the male toilets and Fife Contemporary Arts Office will also be repaired with redecoration and new flooring where required. Two chimneys to the rear of the building are also having stonework repairs carried out.

3.0 Project Costs and Timescales

- 3.1 The total cost reported in November 2020 was £531,656.70 broken down as follows:

Building Services Works	£260,960.70
Rot Works	111,375.00
Cornice Works	23,054.00
Structural Engineer & Ecologist	16,824.50
Asbestos Survey & Works	1,267.50
Professional Fees	25,000.00
Provisional Sum: Roofing Rot Works	40,000.00
Provisional Sum: Suspended Ceilings	13,175.00
Provisional Sum: Adjacent Area Rot Works	40,000.00

- 3.2 Funding secured to deliver the project is as follows:

Capital Programme (Tourism & Community Facilities)	£250,000.00
Property Services	130,000.00
Common Good (Pending the outcome of this application)	<u>210,000.00</u>
	£590,000.00

This provides a contingency sum of £58,343 for any additional costs identified as the work progresses.

Common Good is drawn down retrospectively so if this funding is not required it will remain in the St. Andrews Common Good fund.

- 3.3 There have already been significant delays to this project due to Covid-19 and securing both Planning and Listed Building Consent, including for investigative work to take place. The timescale for the work is currently 48 weeks from mid-May although once the fall arrest scaffolding, in place to stop the roof collapsing, is removed we will be able to open up the ground floor and other areas in the building for community use.
- 3.4 The timescale for the work is difficult to determine accurately due to current and possible future Covid working restrictions and how Covid is affecting the availability of materials and contractors, further discovery of rot and curing and drying out of the mortar and plaster.

4.0 Conclusion

- 4.1 The maintenance of Common Good buildings is a priority for Common Good expenditure.
- 4.2 The contribution of Common Good funding towards project costs will fill a funding gap and will enable structural repairs to this important civic building to proceed without further delay thereby securing its future for further generations.

List of Appendices

- 1. Proposal and Business Case – St. Andrews Town Hall Structural Repairs
- 2. St. Andrews Common Good Financial Statement

Background Papers

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973.

Report Contact

Janice Laird
Community Manager
County Buildings, Cupar
Tel: 03451 55 55 55 Ext no 471788
Email: janice.laird@fife.gov.uk

	Proposal & Business Case	Document ref
		PF01

Project ref & title	St Andrews Town Hall Structural Repairs
Programme or Service Change Plan Ref (if applicable)	Tourism and Community Facilities
Project Manager	Andy MacLellan
Project Sponsor	Donald Grant
Approval board(s)	Enter the name(s) of the approval board(s) this project is expected to go to for final approval. This may include a Project Board, Programme Board and/or a Strategic Board.
Date & version	24/03/21 V12.0

Document history

Date	Version	Last revised by	Details of revision
24/03/21	V1.0	Janice Laird	First Draft

Section 1: Proposal

Section 1 of this document forms the Project Proposal. This section of the template covers the project basics to work-up an idea. This allows the Project Sponsor to make an informed decision on the idea, and assess its' merits as a project.

1.1 What is the project going to do?

After extensive investigations involving a structural engineer and wood rot specialists, it was determined that there is dry and wet rot within the original timber lintols over the Main Hall windows, the double joist ends (the inner cross detailed ceiling joints and outer joists supporting the roof). Every window in the main hall is affected but the worst is nearest the Council Chambers.

The proposed work will remove the contaminated timbers, stone and plaster with the remaining timbers and stonework walls being chemically treated as per protocol for this type of repair. New concrete/steel lintols will be installed by opening up the roof which will also allow any issues identified there to be addressed (this section of the roof has not been re-slatted). Two more rainwater pipes will be added to ensure rain flows swiftly away from the lead-lined valley gutter.

We will also be correcting works carried out in the 1960's refurbishment of the building which removed the iron grilles in the stonework reducing the ventilation of the building which, along with the natural permeability of the stone wall and lime plaster fixed to the timber laths framed out of the stone, will allow the building to breathe.

Inside, the ornate plasterwork will be reinstated. Sections of the existing cornice have been retained for possible reuse and moulds will be made for accurate copies.

The woodchip wallpaper will be removed as part of the redecoration of the Main Hall. New lighting in the Main Hall.

New suspended ceilings in the Foyer and Exhibition Area and the lighting there reinstated following the removal of the ground floor propping scaffolding.

NB. The Supper Room is also to get a new ceiling as it was damaged by a boiler leak. This will be done at the same time as the ceiling in the Foyer/Exhibition Area but not as part of this project.

The ceilings in the male Toilets and Fife Contemporary Arts Office will be repaired once the ground floor propping is removed with redecoration and new flooring where required.

Two chimneys to the rear of the building are also having stonework repairs carried out.

1.2 Why should we do it and what will happen if we do not?

1.2.1 Project background

The first indication of a problem was when cracks appeared in the ceiling of the Main Hall in Summer 2019 which were investigated by Property Services. A specialist contractor and structural engineer were subsequently contracted. Further invasive investigations had to be put on hold until Listed Building Consent and Planning Permission was received at the end of November 2019.

Following sign-off of a scaffold design by the structural engineer, scaffolding and ground floor props were installed December 2019/January 2020 and investigative work was scheduled to take place in February 2020.

The coronavirus pandemic, lockdowns and the furloughing of staff by contractors has impacted on progress.

1.2.2 Project justification

If this project is not taken forward the dry and wet rot are going to continue to spread causing further damage, possibly into the Stage area and the Council Chambers. When the project commences, we will be investigating these areas and the opposite side of the hall and will report back on the findings.

The damage and cost to repair it will increase if no action is taken.

If the work is not done the use of St. Andrews Town Hall will be severely restricted.

1.2.3 Urgency and consequences

The need to act quickly to address structural issues affecting the Town Hall are outlined above.

Additionally, Roads and Transport have had to pause a project to upgrade the pavement along Queens Gardens. The section in front of the Town Hall will not be done until the fall arrest scaffolding is down, and the external works are complete. Transportation have said that the depth of the existing poured concrete pavement is unknown and may require extensive drilling. They are not prepared to carry out this work at present in case the vibration affects the Town Hall.

1.2.4 Lessons learned

Experience of similar projects such as Blyth Hall in Newport has highlighted that additional works/costs can be accrued when areas such as roof cavity which is hidden from view is opened up. To mitigate against such an eventuality we have built in a large contingency fund.

1.3 What are the key deliverables/outputs of the project?

Once the new lintols are in place and the joist ends either replaced or treated, there will not be a need for the fall arrest scaffold. There will still need to be a scaffold in the Main Hall for access, but the ground floor scaffold will be removed.

Once the new suspended ceilings are up in the Foyer and Exhibition Area (and the Supper Room) with the lighting reinstated, these areas will be available for use. The works in the Main Hall and externally will continue.

This will allow the building to function as intended.

1.4 What are the desired outcomes and benefits?

Outcome	Benefit
The Main Hall will be structurally sound.	Hall will be available for community use.
Dry and wet rot will be prevented from spreading to adjacent areas.	Reduced risk of further costly repairs.
FCA Office, Male Toilets, Foyer and Exhibition Area (and Supper Room) will be reinstated).	The building will be able to function as intended.

1.5 What are the known costs and timescale? How will this be funded?

1.5.1 Costs

Total expected one-off cost	Total expected recurring cost
The total cost reported at Nov 2020 was £531,656.70: Building Services Work 260,960.70 Rot Works 111,375.00 Cornice Works 23,054.00 Engineer & Ecologist 16,824.50 Asbestos Survey & Works 1,267.50 Professional Fees 25,000.00 Provisional Sums: Roofing Rot Works 40,000.00 Suspended Ceilings 13,175.00 Adjacent Area Rot Works 40,000.00	There are no recurring costs directly incurred by the project.

1.5.2 Resource requirement

The project will be sponsored by Donald Grant, Community Manager. The project Manager will be Andy MacLellan, Team Manager (Community Projects)

1.5.3 Project timeline

If all approvals are in place by the end of April the project can be mobilised by the third week in May. The expected timescale for the works is 48 weeks but further works may be identified when the roof is opened up. The ground floor may be available for community use around week 35.

1.5.4 Funding availability

Yes

Capital Programme (Tourism & Community Facilities)	250,000
Property Services	130,000
St. Andrews Common Good	<u>210,000</u>
	£590,000

1.5.5 Resource availability

Yes

The work will be undertaken by Building Services with specialist work contracted to Richardson & Starling.

1.6 What are the known pre start-up risks?

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
If these works are not carried out there is a risk that the building could not be safely used.	5	5	25
There is a risk that the timber lintols could completely fail.	4	5	20
(Above risk has been mitigated by the erection of a fall arrest scaffold to take the load of the roof should this occur. This FA scaffold is further supported by scaffolding on the ground floor at each window to the underside of the first-floor joists).			

Note: Once the project enters the Plan stage, the project's pre start-up risks should be copied into the project's Risk Log. The Risk Log will supersede the items detailed in the above table.

1.7 Proposal sign-off

Approved by	Role	Date approved
Andy MacLellan	Project Manager	24/03/21
Donald Grant	Project Sponsor	24/03/21

BTS Approval (for IT related projects only)	Role	Date approved
For IT related projects, approval must be sought from the Directorate Solutions Manager within Business Technology Solutions (BTS).	Directorate Solutions Manager	

ST ANDREWS COMMON GOOD

A76026

Appendix 2

FINANCIAL STATEMENT 2020/21
AS AT FEBRUARY 2021

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
£	£	£
INCOME		
66,606 RENTS	57,949	59,949
25,429 EXTERNAL INTEREST	9,383	19,072
1,093 INTEREST ON REVENUE BALANCES	0	1,093
0 OTHER INCOME	68	68
93,127 TOTAL INCOME	67,400	80,181
EXPENDITURE		
0 PROPERTY COSTS	175	175
28,216 GRANTS - Current Year	21,258	55,000
GRANTS - Previous years	64,000	127,791
(49,969) OTHER EXPENDITURE	661	661
(21,753) TOTAL EXPENDITURE	86,093	183,627
114,880 SURPLUS/(DEFICIT) FOR YEAR	(18,693)	(103,446)
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	64,000	127,791
114,880 SURPLUS/(DEFICIT) TOTAL	45,307	24,345

FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20

	£
HERITABLE PROPERTY	952,376
INVESTMENTS	465,784
PRIOR YEAR COMMITMENTS	127,791
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)	109,455
	<u>1,655,406</u>

ANALYSIS OF GRANT PAYMENTS**APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

£	OUTSTANDING	PROJECT	REF	AWARDED DATE	£ PAID
	decommit	St Andrew	236	12/10/2015	5,000
	50,000	Lade Brae:	330	11/22/2016	
	1,999	Pethrum E	522	17/07/2018	
	4,190	St Andrew	NEF001	4/17/2019	
	4,880	Victoria H:	NEF002	4/17/2019	
	7,722	Victoria H:	NEF003	4/17/2019	
	59,000	Bruce Emt	NEF007	5/27/2019	59,000
127,791					64,000
	REMAINING AMOUNT STILL TO BE PAID				63,791

APPLICATIONS APPROVED IN 2020/21

£	COMMITTED	PROJECT	REF	AWARDED DATE	£ PAID
	25,000	St Andrews	NEF036	9/2/2020	11,258
	10,000	St Andrews	NEF016	9/2/2020	10,000
	20,000	St Andrews	NEF038	10/28/2020	
55,000					21,258
					97,533

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21	24,345
CURRENT REVENUE BALANCES AVAILABLE	109,455
TOTAL AVAILABLE TO SPEND IN 2020-2021	133,800

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE				
TOTAL				0
FUNDING REMAINING AFTER APPLICATIONS APPROVED				
IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21				24,345
CURRENT REVENUE BALANCES AVAILABLE				109,455
TOTAL AVAILABLE TO SPEND IN 2020-2021				133,800

21 April 2021

Agenda Item No. 10

Elie and Earlsferry Common Good – Contribution to Replacement Heating System and Repairs to Earlsferry Town Hall

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 19 – East Neuk and Landward

Purpose

The purpose of this report is to seek agreement from Committee on a contribution from Elie and Earlsferry Common Good towards a replacement heating system and other repairs to Earlsferry Town Hall, a Common Good asset.

Recommendation

It is recommended that Committee approve a contribution of £12,500 from Elie and Earlsferry Common Good towards a replacement heating system and other repairs to Earlsferry Town Hall.

Resource Implications

Elie and Earlsferry Common Good has revenue balances of £16,348 and projected 2021/22 income from rents and interest £2,679 giving a total of £19,027 available to spend in 2021/22. A Community Asset Transfer of Earlsferry Town Hall which has been approved and is currently being finalised will result in income from the sale amounting to £31,500 being added to the Common Good account.

Legal & Risk Implications

There are no legal or risk implications based on this report. The heating system and cooker in Earlsferry Town Hall have recently been condemned due to new regulations regarding ventilation. There is a risk that this unplanned for expenditure could derail the community asset transfer process.

Impact Assessment

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

Consultation

Elie and Earlsferry Community Council and Local Elected Members have been consulted and fully support this proposal.

1.0 Background

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications for £5,000 and under can be determined under delegated powers if there is agreement between the local Elected Members. However, the amount applied for on this occasion will require that it is determined by the North East Fife Area Committee.
- 1.3 The grant application should normally be a maximum of 50% of the total project cost except in circumstances where funding is for the maintenance of Common Good property.

2.0 Project Proposal

- 2.1 There has been significant work over the last 18 months by the local community and officers to achieve a community asset transfer of Earlsferry Town Hall. A community body, Earlsferry Town Hall Ltd. (ETHL), has been set up to oversee the CAT and to manage the hall for the benefit of the local community. Trustees have ambitious plans and aim to raise £600k external funding to realise their plans to fully refurbish the building.
- 2.2 At the final stages of concluding the missives external contractors employed by Property Services to check electrical and mechanical systems condemned the hall's cooker and boiler due to changes in regulations regarding ventilation. Due to Covid restrictions there has been no access to the town hall in recent months. A recent check of the facility identified a leak in the roof near the emergency exit.
- 2.3 Without a heating system the building will be unable to open when restrictions are lifted. ETHL would therefore be unable to operate the hall as a community venue until such time that trustees could raise funding to install a new boiler and make good other defects. The additional costs were on top of £63,089 already identified by ETHL's architects for immediate repairs required to the town hall.
- 2.4 An emergency meeting of ETHL was held to consider whether the CAT transfer should progress. It was urgent that a solution could be found quickly as Scottish Land Fund grant to support the purchase of the asset was dependent on the missives being concluded by 31 March 2021.
To facilitate matters a commitment was made by Communities and Neighbourhoods to provide £12,500 funding if ETHL could match this amount through an application to Common Good.

3.0 Project Costs

- 3.1 Appendix 1 provides a breakdown of immediate repairs to Earlsferry Town Hall identified by ETHL's architects and costed by a quantity surveyor. Additional items identified in the past month are also listed. The total cost including VAT and contingencies is £93,778.
- 3.2 Common Good funding would contribute to the replacement boiler, lightning conductor (not in place but required for a building of this height) and fire safety issues identified by a recent Fire Risk Assessment.

4.0 Conclusion

- 4.1 The maintenance of Common Good buildings is a priority for Common Good expenditure.
- 4.2 The contribution of Common Good funding towards project costs will ensure a successful CAT transfer enabling community ownership and investment in this community facility.

List of Appendices

- 1. Earlsferry Town Hall Immediate Repairs
- 2. Elie and Earlsferry Common Good Financial Statement
- 3. ETHL Financial Evaluation Form

Background Papers

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973.

Report Contact

Janice Laird
Community Manager
County Buildings, Cupar
Tel: 03451 55 55 55 Ext no 471788
Email: janice.laird@fife.gov.uk

Identified by architects and costed by QS

Windows	10900	
Tower	4700	
General (Scaffold)	8000	
Internal repairs	7900	
SW Extension	1900	
SE Extension	4800	
Roof	13940	See note 1 below
	52140	
Prelims	5214	
Contingencies	5735	
	63089	63089

Additional items identified based on estimates/quotes

Fire safety	3000	Estimate
Lightning Conductor	5300	Quote for £4550 plus £750 for copper
New boiler	5390	See note 2 below
	13690	
Contingency	1369	
	15059	15059
VAT	15630	78148
TOTAL	93778	

Note 1 We have had an estimate from a local roofing contractor to repair 3 leaks in the roof.
This comes to c£2000 but in addition will require patching up the ceiling damage.

Note 2 We have had a quote for £4640 to which we have added £750 for thermostatic valves and changes to pipework

ELIE & EARLSFERRY COMMON GOOD

A76036 Elie & Earlsferry

Appendix 2

**FINANCIAL STATEMENT 2020/21
AS AT FEBRUARY 2021**

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
£	£	£
INCOME		
0 RENTS	0	0
3,419 EXTERNAL INTEREST	1,262	2,565
115 INTEREST ON REVENUE BALANCES	0	115
0 OTHER INCOME	0	0
3,534 TOTAL INCOME	1,262	2,679
EXPENDITURE		
0 PROPERTY COSTS	0	0
2,474 GRANTS - Current Year	0	0
GRANTS - Previous years	0	0
0 OTHER EXPENDITURE	0	0
2,474 TOTAL EXPENDITURE	0	0
1,060 SURPLUS/(DEFICIT) FOR YEAR	1,262	2,679
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	0	0
1,060 SURPLUS/(DEFICIT) TOTAL	1,262	2,679
FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20		
	£	
HERITABLE PROPERTY		1
INVESTMENTS		62,633
PRIOR YEAR COMMITMENTS		0
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)		18,219
		80,853

ANALYSIS OF GRANT PAYMENTS

APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS

£	£
OUTSTANDING PROJECT REF	AWARDED DATE PAID
-	-
REMAINING AMOUNT STILL TO BE PAID	0

APPLICATIONS APPROVED IN 2020/21

£	£
COMMITTED PROJECT REF	AWARDED DATE PAID

-	-
---	---

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21	2,679
CURRENT REVENUE BALANCES AVAILABLE	18,219
TOTAL AVAILABLE TO SPEND IN 2020-2021	20,898

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE		
Earlsferry TNEF055		4,550
TOTAL		4,550
FUNDING REMAING AFTER APPLICATIONS APPROVED		
IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21		(1,871)
CURRENT REVENUE BALANCES AVAILABLE		18,219
TOTAL AVAILABLE TO SPEND IN 2020-2021		16,348

COMMON GOOD APPLICATION - FINANCIAL EVALUATION FORM

Appendix 3

Amount of Grant	£12,500	Application Number	NEF058
Grant Applicant	Earlsferry Town Hall Ltd		
Contact Name	Fiona Davis, Director, Earlsferry Town Hall Ltd		
Address	63 Spylaw Road
Edinburgh
EH13 0JB		
Description of Project	In the process of concluding the missives, significant additional repair costs (costing £15,059 + VAT) were identified. Due to Covid restrictions there has been no access to the building, but recent checks by Fife Council Property Services have identified:-
-The need to condemn both the boiler and the cooker due to recent changes in ventilation legislation
-Leaks in the roof with associated plaster damage
-Inadequate fire protection due to the absence of any fire alarm system and lightning conductor
-Other urgent repairs		
Period of Accounts			

1. One off Project

2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account	
Statement of Balances/Balance Sheet	
Accounts Audited/Independent Examiner	
Deficit or Surplus	Surplus
as % of Total Expenditure	#DIV/0!
Have Funds at end of year increased	
If so, what is percentage increase on previous year	
Organisations Annual Income	
Organisations Annual Expenditure	
Expenditure items appropriate	

3. Comments from Evaluation of Accounts

this is a new organisation and therefore do not have financial accounts
a bank statement has been provided

4. Funding Breakdown

Detailed Breakdown of costs provided	Yes
Detailed Breakdown of Funding Income provided	

Income raised/applied for		£
Current Application		12,500
Income raised		
Other Grants	FC Communities & Neighbourhoods	12,500
Others		
Total Income		<u>25,000</u>
Total Expenditure		<u>93,778</u>

5. Comments

Funding available in revenue balances to support this project.

Prepared By	Mary O'Neill	3/31/2021
Checked By	Eleanor Hodgson	4/7/2021
Designation	Accountant	Date

21 April 2021

Agenda Item No: 11

North East Fife Area Anti-Poverty Fund - Reporting on 2020/21 Spend and Request for Approval of 2021/22 areas of spending

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

Wards Affected: All

Purpose

Reporting on the spending of the Anti-Poverty Funds 2020/21.

To seek approval of members for the spend of the £135,000 North East Fife Anti-Poverty funding 2021/22.

Recommendation(s)

It is recommended that Committee:

- (1) Note the actual spend of the 2020/21 budget and outcomes achieved – NEF Anti-Poverty Fund Action Plan attached (Appendix 1)
- (2) Approve the spending of the funding across the areas of work outlined in the report which align to those identified as a priority by the NEF People Leadership Group which are Homelessness, Mental Health and Social Isolation and Welfare Support and Food Insecurity
- (3) Note the increased targeting of Anti-Poverty funding on providing free bus tickets to help address the issue of the high cost of bus travel in the area.

Resource Implications

The Anti-Poverty budget for North East Fife for 2021/22 is £135,000.

Legal & Risk Implications

There are no legal implications. There is a risk that taking no action to address the impact of poverty will result in poorer outcomes for residents in the North East Fife area.

Impact Assessment

An EqlA is not required because the report does not propose a change or revision to existing policies or practices. Any projects or initiatives undertaken in supporting the anti-poverty work will carry out EqlAs where appropriate.

Members of the North East Fife Anti-Poverty partnership have been fully involved in considering the evaluation of current projects and proposing the actions in this report. The membership includes: -

- East Fife Home Start, Fife Council Community Development Team, Fife Young Carers, Families First, Cupar Foodbank, NHS Fife Health Improvement, St Andrews Environmental Network, Fife Voluntary Action, Fife Customer Services, Meal Makers, Fife Express Group, St Andrew's Community Fridge, Frontline Fife, Castle Furniture, Social Security Scotland and Fife Council Community Planning officer (Food and Transport).

1.0 Background and 2020/21 Reporting

1.1 The planned North East Fife Area Committee of the 25th of March 2020 did not take place due to the COVID lockdown. Approval was granted under delegated powers of the Policy and Co Ordination Committee for the spending as outlined in the Anti-Poverty Report 2020/21. This allowed us to carry on with the planned partnership work addressing poverty in our North East Fife communities. An amount of £135,000 has been devolved to North East Fife for Anti-Poverty work in 2021-22.

1.2 **New Work during 2020/21 – Food Insecurity/cost of bus travel and addressing mental health needs.** The action plan included two new substantial pieces of work with additional temporary staff funded from the Anti-Poverty funds. The first was through partnership work with the Fife Express Group. They used the £15,000 from this fund to leverage in additional funds from the Robertson Trust. They have employed a Coordinator for the East Area and an additional case/group worker for mental health. This work has been invaluable in supporting people with a weekly contact during the COVID pandemic and raised the capacity for us to support those with mild to moderate mental health issues.

The second piece of new work was that of the Community Planning Officer (Food and Transport). Katy Bald was appointed and has led on the development of the Community Fridges across the area which has been a much-needed extra support for those struggling with the cost of weekly shopping at the same time as tackling the issue of supermarket waste. The Community Fridges collect and distribute at a venue all the donated food items with short shelf-life dates.

1.3 **COVID Spend** As you will note from the Action Plan in Appendix 1, we had additional spending under a COVID heading which was in effect a budget to allow us to support community groups to respond to the emerging needs as the pandemic and lockdown continued. It was used for PPE production, the purchase of card readers for community development trusts/Community Councils and Covid Mutual Aid groups so that they were able to receive payments for shopping for vulnerable people in the community. Additionally, it covered the cost of printing signage for centres on social distancing and hand washing so they could open safely.

1.4 **Crisis Payments** We have continued to be able to support people in crisis and we mapped what the various crisis payment support was when it became available throughout the year – for example the British Red Cross Hardship Payments came online helping those with no recourse to public funds and this was followed by the Scottish Government Food Resilience Fund. Staff made sure they made best use of the various funds available. Those contacting the FVA/Fife Council Helping Hand phone line and the subsequent COVID helpline, got food and financial support from

the local area. We worked with local taxi companies with school run contracts to deliver food as well as using our own staff, and so every corner of this large rural area was covered, and emergency support was always on hand. This continues through the track and trace response and we are able to get food supplies out quickly to those testing positive and needing food.

The amounts that we awarded for crisis payments and fuel top ups was higher in the last 12 months when compared to previous years as we decided early on in the year to give amounts that would avoid people coming to seek help frequently. We knew that people's circumstances were unlikely to change during the pandemic, so we worked hard to raise the amounts. Fuel Top ups went up from an average of £20 to £50 per top up for example.

In terms of shopping vouchers and bus tickets we only issued 16 free bus tickets as people couldn't travel whereas the spending on supermarket vouchers has increased. We have issued 110 supermarket cards to the value on average of £44 per person/family.

We partner with Fife Voluntary Action to offer help for one off higher value awards for people setting up home and other emergency situations. They have administered payments of £9000 this year a rise of £4000 from the previous 12 months. They noted a rise in the numbers of people needing basic home start up items such as cookers and furniture due to the rise in domestic violence.

Feedback from those benefiting from the supermarket vouchers.

"You lasses that are working do a marvellous job, to help people out. All of you have been a godsend to be honest with you. We got some vouchers when we were struggling, Steve's been good with the computer and he's been ringing up to check if we're alright, and I thought that is really good you know. I don't know what we'd have done if you weren't there with food and everything at the Job Clubs." (Steve is Steve Carlton Digital Tutor)

On white goods, a job club participant in Pittenweem received a replacement fridge-freezer via our discretionary funds he emailed this:

"I am overwhelmed by the help & support being provided for me, it's totally unexpected. I have spent my life helping others and was never helped when young, now after all those years people like yourself are helping me, I have never expected help in my life and never got it."

Bus tickets -From a professional worker about a client who benefited from the free tickets.

"He has been feeling very socially isolated. He doesn't really know anyone in the area and having the bus tickets has meant he can travel to see friends and family, and this has really helped his mental health."

1.5 Food Insecurity and Community Fridges/Pop Up Larders and Community Meals

During COVID there have been two new food banks opened in the Howe of Fife. one in Newburgh and one in Auchtermuchty . We have also developed two additional Community Fridges in Anstruther and Tayport with a pop up one operating in St Andrews within the Madras College Kilrymount Campus. The Anstruther one is served by the large Co op supermarket and local growers and has within 8 weeks of set up established around 40 regular users and they have plans to open a second day a week. A considerable effort has been spent on the lay out of the free food stuffs and fresh fruit and vegetables with recipe cards also being issued.

The fridge in Tayport housed at the Larick Centre struggled with the supermarket food waste being low from the smaller supermarket in the town so Fare Share are providing trays of food to supplement this at a cost. The cost is covered for 12 months from funding from the Scottish Government. The regular food share contribution is making a real difference and numbers of users is steadily increasing.

The Community Centre Network which is the voluntary community centres in NEF who have come together in a fortnightly virtual meeting, have been successful in gaining funding for a part time worker for 24 months to establish better links between growers and food providers in the area. The member of staff will also make sure Pop-Up Larders which were started with Amazon nappy and toiletry donations continue to grow and develop. They have been successful in smaller places such as St Monans and Colinsburgh where shopping at local shops for a prolonged period during lockdown, is a challenge for people. The Pop-Up Larders are weekly and there is wrap around welfare support and the staff are picking up new people they can help. Most are those on furlough living 20 % below their normal income.

Additionally, there are communities who have been producing and delivering community meals which again is an area of work that the new staff member will help to develop.

- 1.6 The Anti-Poverty Group is continuing to identify emerging need and trends and act quickly to ensure staff and those impacted by changes, have up to date information and are well equipped to be able to cope and are informed. There is no doubt that the Narrative Inquiry that the Community Development Team carried out with around 50 people who came forward for food and financial support between April to June 2020 has helped identify the key issues in rural NEF.

Social isolation remains a concern. Funding to provide what we termed Loot Bags for young people and adults and families was greatly appreciated not only for the items in them but the fact that people felt others were thinking of them and reaching out. Over the last 12 months we have provided around 120 and delivered these personally working with local community groups.

- 1.7 At the Anti-Poverty meeting of the 22nd March 2021 the partners discussed the issues facing people living in poverty in North East Fife and decided on the priorities below for work for 2021/22. These were endorsed by the People Local Leadership Team

- Increasing the number of people supported with the cost of bus travel. A further 10 organisations in NEF are to be issued with 50 bus tickets to issue to those they are working with in addition to the existing support from the Welfare Support Workers. Cost £7000
- Targeted older people to be helped with cost of TV Licence – 30 at a cost of £5250.
- Continuing the hardship payments budget as they are often a lifeline to those in crisis. This is fuel top ups/bus travel and supermarket vouchers for those in emergency situations.
- Ringfencing funding in the Discretionary fund for work on mental health initiatives and any work to support those who find themselves homeless beyond the existing help through the hardship fund for white goods and setting up of a house costs.
- Support for the Toy Drive at Christmas

- Support for community champion initiatives addressing fuel poverty in addition to fuel top ups.
- Addressing social isolation and ensuring families are able to have days out with the proposal to increase holiday provision to £15000 in recognition of the 7-week school holiday 2021 and the fact many families are struggling.

2.0 Recommended Funding Allocation 2021/2022

2.1 All allocations are notional amounts which will be finalised based on the evaluations of initiatives 2020/21 and evidence of need in NEF:

- **Fuel Poverty £12,000** – Fuel top-ups and community champion initiatives.
- **Holiday Activities Fund £18,000** – Holiday activities for targeted young people and families including healthy food where possible and targeted to those potentially in crisis over the school holidays.
- **Project Staff – £56,500** – **Homestart** to work with families impacted by debt and poverty £5000, **Fife Young Carers** to give existing staff additional hours to reduce the waiting time for those waiting for services £9722, Development Officer Post Fife Council to support Food Insecurity and cost of bus travel work £26,778, **North East Natter Express Group** £15,000
- **Discretionary Fund - £23,500** Ringfenced for initiatives targeting homelessness and mental health initiatives.
- **Hardship Fund - £25,000. Supermarket vouchers** £3375, **free bus travel tickets** £7000, **Free TV Licences** £5250 (30 to be allocated as need identified), **Fife Voluntary Action Hardship** £8000 Leaving additional £1375 for allocation to provide more across these headings if required.

Total £135 000

3.0 Conclusions

3.1 The recommendation is to deliver the projects listed above and to continue monitoring the progress and evaluation of the work with the Anti-Poverty Group. The group is made up of the partners who work with those who receive the support, and we are able to offer and have witnessed the immediate and longer-term results of the interventions.

List of Appendices

Appendix 1 - Anti-Poverty Action Plan for 2020-21

Report Contact:

Sheena Watson
NEF Community Development Team Manager
County Buildings, Cupar
Email: Sheena.watson@fife.gov.uk
Tel: VOIP 460829

Anti-Poverty Action Plan 2020/21

Budget Total £135,000.00

Total Committed £135,000.00

Balance £0.00

Project	Organisation	Committed Budget	Actual Spend	Project Aim	Outcomes	Update (Numbers & Impact)
A41789.S30011 Fuel Poverty		£10,000	£10,000			
Healthy Homes/Keeping the Lights On	St Andrews Environmental Network		£10,000.00 Further £2k paid for Fuel Top Ups from Ross Martins code A32355. AA1609 on 14/01/21	To provide top ups for residents in North East Fife throughout the COVID 19 crisis and beyond. Many residents were already struggling with Energy Bills, due to COVID 19 they are now finding these have increased due to Families staying at home. The response from power companies is very mixed and for many the only help they can get from their supplier is credit which will only lead to increased financial hardship later. As staff in some cases must visit the property to top up meters, we would like to be	To ensure families from North East Fife have heating and lighting throughout this period and the months following the end of lockdown.	Total Spend £10029.00 178 Families 364 Top Ups Average top up £30 - £49 Each of these top ups have been provided when the household was without heat or power and in most cases both. Without this money all these families would have been left without heat and power. Case study - Client lives in a 2-bed property in St Andrews, he came to us in June for advice as he felt he was using too much energy. Both client and his daughter have health issues. Client was in receipt of Universal Credit and had an appeal pending re PIP. Detailed energy advice was given over the phone and action was taken to get a debt plan worked out. Client managed until August on the money he had coming in however,

				able to provide 3 weeks energy costs at one time.		then he was lucky enough to return to work. On return to work he had to attend training courses in Edinburgh and Glasgow which used up his money and he was not paid for another 2 weeks. Clients meters were topped up to ensure he had both gas and electric until his pay date.
A41789.S30012 Holiday Activities		£15,500	£10,885			
Family Wellbeing/Activity Bags	Home-Start, Families First, FC Community Development Team		£5,500.00	To help alleviate some of the stress that families face during Covid-19 by providing up to 150 families with wellbeing/activity packs at a cost of approximately £30 per pack.	Provide wellbeing and activity resources for families supported by Home-Start East Fife, Families First St Andrews, Fife Young Carers and Fife Council Family Support Services. We will source a range of resources including pamper packs for parents, craft packs, outdoor and indoor physical activity resource such as skipping ropes & soft balls, baking ingredients and equipment, gardening equipment seeds etc., games, jigsaws. The budget includes purchase of resources, staff/admin costs and	152 loot bags @ £36 Each = £5500 Case Study - Each service had a list of families and it was agreed some 'shared' families would receive one bag from whichever service was best placed to deliver packs. Each bag contained toys, crafts, toiletries and books and each was tailored to the family by the service supporting them, each service took the bags and delivered them to each individual family over the following weeks – this coincided with the start of the school holidays so was very well timed.

					travel costs for delivering packs.	
Pilot of Concessionary bus fare scheme	Axiom Consultancy		£5385.00	Research commissioned to find out the difference the introduction of a concessionary bus fare scheme would make for unemployed residents in NEF.	Final fees and expenses for fieldwork and final report.	Information was shared at the Zoom Seminar on the 9th September. https://our.fife.scot/northeastfife/
A41789.S30014 Food Insecurity		£17,000	£17,196.31			
Community Fridges			£16,930 (ENCT)	Start Up Costs for community fridges, meals etc and transportation	East Neuk Centre Trust will oversee the employment of a Food Worker.	Community fridges funded from Scottish Government Food Fund – spend will now go on support for the recruiting and training of the volunteers running these
Community Fridge – Posters & User Guides			£70 £10.25 £10.25 £175.81	Start Up Costs for community fridges, meals etc and transportation	Promotional Leaflet Cupar Posters Cupar Posters Community Fridge User Guide	Promotional and Printing materials Total Spend: £266.31
A41789.S30015 Christmas Provision		£3,000	£3,000			

Toy Drive 2020	Fife Council, Children & Families Team		£3000.00	This year Toy Drive will have to look a bit different and we plan to provide Amazon vouchers for the families referred so they can purchase their own items. This reduces any cross transfer from house to house, and as we rely on schools, businesses, and churches to store items, it's just not practical to ask that this year.	To Provide vouchers for 500 children, so based on that number if we aimed for a £10 voucher per child, we are working to a £5000 budget. A Just Giving page has been set up to cover the remaining funds. £1500 raised as at 09/11/20.	REFERRALS FOR: Families 234 Children 514 - Girls 258 - Boys 256
A41789.S30016 Discretionary Fund		£28,000	£16,759.04			Spend remaining due to pulling down funds from the Scottish Government Food Resilience Fund for hardship payments for individuals.
Welfare Hardship payments	Fife Voluntary Action		£11,000.00	To assist people referred to us from various Fife Council Services and third sector organisations with welfare issues. These can be for anything from essential household items to clothes, cash, food, fuel, travel etc.	To support people with welfare issues who are unable to find help from other sources.	Total Amount Requested £6,000 funds were topped up by additional £5,000 in December Total Amount Spend: £8130.23 (£2,869.77 Carried Forward for Next Year) Total Number of People Supported: 54 £150 – Average Per Person Case Study – Victim of domestic violence rehomed into secure temporary accommodation with a small child, required bedroom furniture and bedding for the child & a secure mobile device to maintain contact with vital support agencies. Vulnerable family with 4 children, 2 school age, 2 under 2 required a replacement cooker, having

						been coping, since Christmas, with 2 intermittent rings, sometimes having to rely on cold food. Vulnerable pregnant mother who required emergency late-night transport to Ninewells during lockdown, no ambulance service available, local taxi firm agreed to fare, were paid by card from a local crisis support group then reimbursed by the discretionary fund. The same client was provided with an appropriate baby car seat following the birth.
Families First Outerwear	Families First St Andrews		£900.00	Purchasing outdoor clothing.	The projected outcomes for the families will be: An increase in confidence. Reduced isolation. A reduction in stress and difficulties.	The total cost of the outdoor clothing is: £900. Total Number of Families helped: 30 Average cost per person: £30
Social Prescribing Physical Exercise	Fife Council, Communities & Neighbourhoods NEF		£500.00	To encourage clients with mild to moderate mental health issues to do more physical exercise as this has been proven to improve mental wellbeing.	Clients mental health/wellbeing to increase as a result to being more active.	Total number of people: 15 Average cost per pass: £34
Connecting Scotland	Fife Council, Communities & Neighbourhoods NEF		£144.55	To supply computer mice to compliment the Connecting Scotland digital inclusion programme. Participants have been supplied with Chromebook devices, but many are reporting difficulties in using the inbuilt trackpad due to	The outcome is that all participants in receipt of Chromebooks will be able to use their device more effectively.	Supplementary kit for 35 of the 70 computers from the Connecting Scotland programme

				dexterity or physical health issues.		
Job Club Video Calling	Fife Council, Communities & Neighbourhoods NEF		£53.94	To purchase 3 webcams to pilot video calling for welfare support/job club outreach during the Covid-19 pandemic. The webcams will be available for participants to use in the community venues to facilitate face-to-face video calls with welfare support workers	Increased engagement with Community Job Club users during Covid-19 to make the service more accessible when it is likely to be most needed.	Total Number of 3 webcams at £17:98 each
Play Space	East Neuk Centre Trust		£200.00	2 x Christmas art sessions with a play therapist in a Covid safe environment. Through digital contact with parents they wanted to do a Christmas activity for their children especially the young ones that lack the opportunity to socialise and play.	Family Learning, reducing isolation and improving mental health, helping children's social development, inclusion into sensory play and services with Pavla. Chance to socialise in Covid Compliant environment.	Total Spend: 2 session at £100 Each
Christmas Packs for families in East Neuk	East Neuk Centre Trust		£800.00	"It is our aim is to deliver festive Christmas packs to the most vulnerable low-income families in East Neuk to make Christmas a little bit more special for them. The packs will include a food voucher, a toiletry voucher, a fashion voucher, a toy for the children, a	1: To deliver 20 festive and useful family packs to identified families in East Neuk. 2: To give families a choice by adding various vouchers to the pack.	Total Spend: £800 Total number of people supported: 20 Average cost per pack: £40

				book (with stories for the whole family) snowman soup and reindeer food, Christmas decoration and a coupon for two events at the East Neuk: 1) Art class 2) Outdoor nature event. We will put the gifts and vouchers in a lovely Christmas Box. We will also add a Christmas card and a note saying that if people need help with transportation to spend their vouchers in a shop or participate in the East Neuk Centre activity, we will provide a bus ticket."	3: To give every child a present, they can unwrap. 4: To allow families to join in an East Neuk Centre activity (Covid-19 secure) including a voucher for an art session and an outdoor nature event for children 5: To offer a more sustainable and less wasteful Christmas Gift Box."	
Cosy Bags for Young People	Cupar Youth Café		£2,360.55	"To spread festive cheer amongst young people that we support. Christmas this year will be different and possibly challenging for a lot of young people. The bags will provide encouragement for positive thoughts and ideas and resources to promote positive wellbeing during the festive period." OP 20100765451 (Pencils and Sketchbooks for Tote Bags)	• Young People currently supported through School Groupwork and Cupar Youth Café will receive a bag. • Bag contents will promote self-care and alleviate some of the pressures of keeping warm over Christmas • Receiving a gift with re-enforce the feeling of young people being valued as part of our Youth Work Programme • The Bags will facilitate a positive ending to their	84 Christmas Bags @ £24 Each All young People currently supported through School Groupwork and Cupar Youth Café received a bag – those who were missing from school on the last week had it delivered to home by our Youth Work Team. There was a one afternoon at Cupar Youth Café, where young people came long to collect their bag from the patio. It was a great opportunity for some of the more local young people to swing by and collect their bag, check-in with their youth workers and enjoy a little socially distanced catch up. Those who lived a little further away, or were unable to come out, had them delivered to their homes by the team.

				OP 20100230459 & OP 20100769227 (Pencil Sharpeners for Tote Bags)	participation during 2020	
Christmas In Tayport	Dolphin Centre		£800.00	To bring a little normality to children in Tayport, and to help parents who may be struggling to manage to give Christmas treats	Improved communication with children and parents in Tayport, and a better conduit to the individuals most in need	Total Spend - £800 212 beneficiaries of the project.
A41789.S30017 Project Staff		£41,500	£41,500			
Impact of debt and benefit issues	Home- Start		£5000.00	To support families with at least one child under 8 years old who are impacted by welfare reform.	To continue to offer support for families impacted by debt and welfare financial problems.	Due to the current pandemic we are unable to offer face to face support and therefore remote support is being offered. Where required doorstep deliveries of food etc. have been made. Families supported by Home-Start East Fife also benefitted from receiving a wellbeing/activity pack during the summer
Fife Young Carers (NEF)	Fife Young Carers		£9722.00	This project aims to ensure that the most vulnerable Young Carers in North East Fife are recognised, supported and heard. The project will use the funding to provide additional hours for a team leader and sessional staff support to support Young	To reduce waiting times.	Total spend £9722.00 88 Clients Case Study - David is 13 years old and along with an older sister cares for his mum who is a single parent with anxiety, depression and bipolar. During the pandemic David was struggling as he was not getting out nor getting any exercise; he was struggling with increased anxiety and low mood. Fife Young Carers secured a place at a Children's Activity Centre as respite from challenging home circumstances; a loaned bike was secured for him through

				Carers across North East Fife.		partnership working with a Young Carer Champion. David has enjoyed cycling so much we are trying to secure extra bikes as the family have decided they would like to go on bike rides together.
Development Officer Post	Fife Council, Communities & Neighbourhoods NEF		£26,778	To provide a Development Worker to progress Food Insecurity Projects and the cost of Bus Travel in NEF.		• 3 Additional community fridges established • Community fridge network started • Additional funding secured for community fridge co-ordinator • Training and promotional material developed around bus travel concessions
A41789.S30018 Befriending		£15,000	£15,000			
North East Natter	Express Group		£15,000 (£9400 to be carried forward by Express Group)	To provide telephone support on a weekly basis to individuals in NE Fife who are experiencing isolation due to the Covid 19 lockdown. We can work with ten individuals for a year, providing up to one hour of phone calls per week. The contact may be one call or several depending on the requirements of the individual.	Help improve individual's mental wellbeing or help prevent a deterioration for those who may have low mood due to social isolation.	Due to recruitment issues, Total spend this financial year: £5600 33 Clients Case Study - M was referred for telephone befriending from Fife Council due to a decline in her mental health which had been caused by COVID-19. M said that she felt she had nobody to talk to about her difficulties as she did not want to burden family and did not have friends near. Having regular support has meant she has been able to talk about the problems which have been impacting her. M is enjoying the regular support and looks forward to our weekly calls.
A41789.S30020 Hardship		£5000	£4355.04			

Hardship Payments	Fife Council, Communities & Neighbourhoods NEF		£3630.04 (less than predicted due to additional Scottish government funding)	To assist people in crisis.	To support people who need immediate financial support Purchase fresh food from local supermarkets.	Total Spend £3630.04 24 Bus Tickets to 15 participants 159 Co-op/Tesco Cards to 94 Participants Case Study - Due to COVID19 Mrs T and her husband have no money as they are both self-employed and have a 17-year-old daughter. The two staff members who work for them have been furloughed, but they themselves have had to apply for UC and will get their first payment on 17th May. They have had their Advance Loan as well as a Scottish Welfare Fund Crisis Grant, but all this money has gone, and they still have nearly a month to go. The problem is that they still have a lot of outgoings as they were able to afford them and needed them when they were working. To go from two wages to none has caused a lot of financial difficulties. The Welfare Support Worker spoke to them about reducing their outgoings just now by contacting the companies and asking for a 3-month break which they are in the process of doing, however they are already in their overdraft and have many other bills to come out. An application for the Bruce's Trust in Cupar was completed and in the meantime an emergency food parcel was organised through the COVID Community helpline and £40 Tesco vouchers were issued for Gluten free food as they ran out of money and food. They were also advised to phone Cosy Kingdom to ask for help with their gas and electric.
Food Fund Crisis	Fife Council, Communities & Neighbourhoods NEF		£300.00	Welfare Support Referral due to covid19.	Purchase fresh food from local supermarkets.	Total Spend: £300.00

Emergency Food Supplies	Fife Council, Communities & Neighbourhoods NEF		£200.00	Emergency Food Costs – Purchased Tesco/Co-op vouchers.		Total Spend £200
Food Fund Crisis	Fife Council, Communities & Neighbourhoods NEF		£225.00	Welfare Support Referral	Purchase food and pay bills	Total Spend: £225:00
A41789.AA1609 COVID-19			£4358.25			
East Neuk Community Emergency Planning Team	East Neuk Community Emergency Planning Team		£844.12	To help vulnerable residents who require assistance with purchasing shopping. To purchase card readers.	To lessen vulnerability. Card readers will enable food etc to be purchased on behalf of those in need. Four IZettle card readers were bought.	Total spend £844.12 17 individuals (some on numerous occasions) Case Study - A single mum with one child who was suffering from multiple health and personal problems was helped with her shopping over six occasions. This ensured some of the stress of coping with these problems was addressed.
East Neuk Community Emergency Planning Team – Face Shields	East Neuk Community Emergency Planning Team		£500.00	To produce face shields using a 3D printer and gift them to all front-line workers who have yet to receive PPE or do not have access to PPE due to high demand. It is our aim to produce as many face shields as required for as long as there is a demand for them.	We are currently in production of these face-shields and have had many requests from local business, charities and healthcare providers. We hope to continue this project for as long as it is financially viable.	Total Spend £500 653 Visors were made

CLD – Food Parcels	Fife Council, Communities & Neighbourhoods NEF		£54.95	Emergency Packaging for Food Parcels	OP 20100762803 (Boxes & Tape from Lyreco)	Total Spend - £54.95
COVID -19 Anstruther Community Response	Anstruther Community Council		£1000.00	To ensure the needs of the local residents are met throughout the Covid-19 pandemic.	To reduce the spread of Covid-19 within the community of Kilrenny, Anstruther and Cellardyke. To ensure local residents feel included within their community and have their needs met by volunteers who are briefed on social distancing, good practice, and confidentiality. Together we hope to achieve a working model of local residents (volunteers) helping each other to ensure everyone is safe and can stay at home where possible to alleviate the spread of the virus.	Total spend £1000. 31 Clients Case Study - Single parent of 4 children, living in Anstruther, one phone and a laptop were owned by this family; however, the phone was deemed to small and fiddly with the children fighting constantly over the laptop. Other parents/family friends were printing worksheets from Glow and leaving on doorstep for the family, however Mum felt this to be a burden on others and felt she was “failing” her children through her lack of knowledge and resources. We established all three children had previously identified learning needs, to include ADHD, dyslexia and acute anger problems and despite contacting family support worker she was still struggling to offer her children routine and learning opportunities due to lack of access to resources and also lack of confidence and time to do so (with baby to look after too). We delivered a brand-new printer, ink cartridges and paper to the Mum along with a 10” tablet that was suitable for accessing Microsoft Teams. Further discussions took place face to face re intervention from other sources as it was apparent this young lady was struggling not only with home schooling, but also an inadequate housing situation and isolation.

CLD Team	Fife Council, Communities & Neighbourhoods NEF		£14.25	OP 20100769226		
CLD Team	Fife Council, Communities & Neighbourhoods NEF		£1,221.89	Physical Distancing Notices Tayside Institute - Covid 19 notices Castlehill Community - Covid 19 notices		
CLD Team	Fife Council, Communities & Neighbourhoods NEF		£410.00	Stagecoach - NEF Dayriders x 50		
CLD Team	Fife Council, Communities & Neighbourhoods NEF		£48.50	Fife Community Larder Poster		
CLD Team	Fife Council, Communities & Neighbourhoods NEF		£200.00	Clear Pull up Banners		
Covid 19 Lockdown Food	Colinsburgh Town Hall Management Committee		£64.54	To Provide essential food	Purchase food	
TOTAL		£135,000	£123,053.64			(£11,946.36 to be carried forward to 2021/22)

21st April 2021

Agenda Item No. 12

Grassland Management Strategy

Report by: Scott Clelland, Service Manager, Grounds Maintenance Service

Wards Affected: Wards 16, 17, 18, 19 and 20

Purpose

The purpose of this report is to inform the North East Fife Area Committee of proposed changes to the management of grassland in the area and the outcome of the community consultation and engagement exercise.

Recommendation(s)

Following analysis of the results of a public consultation and engagement exercise on proposed changes to the management of grassland in the Area, the following recommendations are being made:

- (1) Ward 16 Howe of Fife and Tay Coast - Alternative grassland proposals are accepted.
- (2) Ward 17 Tay Bridgehead - Alternative grassland proposals are partially accepted. Areas proposed at Gauldry and Victoria Park, Newport will revert back to amenity grassland maintenance regime.
- (3) Ward 18 St Andrews - Alternative grassland proposals are accepted.
- (4) Ward 19 East Neuk and Landward - Alternative grassland proposals are partially accepted. Areas proposed at Pittenweem and Crail's Roome Bay and Castle Walk will revert back to amenity grassland maintenance regime.
- (5) Ward 20 Cupar - Alternative grassland proposals are accepted.

Resource Implications

There are no additional resource implications arising from this report.

Legal & Risk Implications

There are no new legal & risk implications arising from this report.

Impact Assessment

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

Consultation

To ensure a fair, consistent and inclusive approach to the consultation and engagement exercise despite current restrictions, the consultation was carried out ensuring seven National Standards of Community were met (Inclusion, Support, Planning, Working Together, Methods, Communication and Impacts).

A community consultation and engagement exercise was undertaken from 16th November 2020 to 31st December 2020. The results of which are included in this report.

In light of the current social distancing measures in place to protect people against Covid-19 and control the spread of the virus, face-to-face consultation methods were not possible. To overcome these challenges, the Grounds Maintenance Service utilised a range of communication tools to ensure that the consultation was available to the broadest range of interested groups, including;

- Digital – Online Form and Questionnaire
- Digital – Digital conversation Tools inc. Consul
- Email - Direct Communication with Community Councils and Peoples panels
- Digital - On-line meetings
- Local Media – Information circulated to Radio and Newspaper outlets
- Non-Digital -Telephone – Dedicated Helpline set up
- Non-Digital -Traditional paper copies available on request
- Promotional signage - Signage positioned within all sites
- Direct Feedback from Elected Members, individuals and groups

1.0 Background

- 1.1 Since March 2020 the Grounds Maintenance Service have been greatly impacted by the 'lock down' restrictions and resource pressures have forced a rethink on our approach to grass cutting. These circumstances have meant that decisions were made without public consultation, however the feedback shows an encouraging level of environmental awareness. The Service wish to build on this enforced short-term plan with a longer-term grassland management strategy led by the community.

2.0 Issues and Options

2.1 Climate Change Agenda

The Fife climate emergency declaration in Fife on 26th September 2019 has focused the attention of Grounds Maintenance Service to design service provision that will help support Fife Council to meet the net-zero greenhouse gas emissions by 2045. A new grassland management approach will contribute to the Fife Environmental Partnership strategy outcomes below;

Reducing Carbon Emission;

- *More efficient use of resources (energy, waste and water)*
- *Encourage more sustainable transport including reducing the need to travel*
- *Ecosystems are used sustainably and strengthened*

Adapting to Climate Change

- *Places are adapting to cope with Climate change including land use*
- *People are adapting to cope with Climate Change*

The Grounds Maintenance Service have a significant opportunity within their activities to reduce carbon emissions. Through reducing our areas of intensive grass cutting programme the service can influence;

- Achieving our Climate Fife targets,
- Connecting people and communities with nature, improving our health and wellbeing,
- Opportunities for outdoor activities such as walking, viewing wildlife and mental wellbeing,
- Increase of biodiversity in our landscapes
- Increase opportunities for communities to be actively involved in adapting their local environments
- A 10% reduction of mechanical grass cutting – Reducing CO₂ levels (approximately 21,000kg of CO₂ annually across Fife).

Ward 16 Total Grass cut (m ²)	Proposed % of total grass to be managed differently – Ward 16	Total amount of hours grass cutting time reduced
391,649.51	40,610.54 (10.36 %)	45 Hrs
Ward 17 Total Grass cut (m ²)	Proposed % of Total Grass to be managed differently - Ward 17	Total amount of hours grass cutting time reduced
487,281.11	48,303.81 (9.91 %)	55 Hrs
Ward 18 Total Grass cut (m ²)	Proposed % of Total Grass to be managed differently - Ward 18	Total amount of hours grass cutting time reduced
575,240.63	19,868.86 (3.45 %)	25 Hrs
Ward 19 Total Grass cut (m ²)	Proposed % of Total Grass to be managed differently - Ward 19	Total amount of hours grass cutting time reduced
409,288.07	57,495.15 (14.04 %)	65 Hrs
Ward 20 Total Grass cut (m ²)	Proposed % of Total Grass to be managed differently - Ward 20	Total amount of hours grass cutting time reduced
754,855.82	64,972.66 (8.61 %)	75 Hrs

2.2 Grassland Management Strategy

There is increasing evidence and desire from our communities to manage our green assets differently. There is a growing understanding and recognition that open space in its natural state can support a variety of ecosystems and biodiversity. Managing grassland differently in this way reduces fuel use and air pollution and releases much needed resources for deployment on other priority grounds maintenance activities. The wellbeing value to local communities cannot be understated either. Studies in recent years have evidenced the mental health benefits for communities with access to natural green space environments.

The grassland management strategy will place significant emphasis on providing opportunity for local communities to engage and lead on how they wish their local greenspaces to be managed. The strategy will develop and flex as Services continue a dialogue with local communities and area leadership teams ensuring the Community led and Place leadership agenda is supported.

2.3 Alternative Grassland Management Approach

We know the UK has lost 97% of its flower-rich grassland over the past 70 years. This has resulted in a drastic decline of around two thirds of pollinating insects. Fife is the most heavily cultivated region in Scotland so we can make a difference and give our wildlife more of a chance by changing the way we manage our urban green spaces. These proposals are an opportunity to counter-act these declines.

The purpose of this sustainable grassland management approach is to develop the management of our green assets and provide outcomes that meet Fife Council's Climate Change obligations. The Grounds maintenance Service have developed a management model for those areas of managed grasslands.

There are no identified financial savings to this change to the Grounds Maintenance operating model. We envisage the programme will be a cost neutral activity due to the change in operational activity to manage grasslands. Any potential reduction in man hours on cutting grass will be targeted to other priority grounds maintenance work. Further analysis will be undertaken once we capture all associated costs including the costs of new machinery to achieve the maintenance regime below;

Management of proposed sites	
Grass cutting	Frequency
'Cut and collect' will be the preferred option - this will reduce the fertility and growth of rank grasses. This will allow wildflowers to compete with grass, therefore allowing more wildflowers to flourish creating a botanically diverse meadow. Over time less cutting will be required which will look more attractive and provide good habitat for pollinators.	1 cut and lift per growing season.
Grass path network	
A network of access points and pathways will be cut through proposed areas. Consultation on location and width of path network required.	14 cuts per growing season.
Invasive weed Species	
All recognised invasive weed species will be treated as per Service control procedures.	As identified.

Litter and fly-tipping	
Litter and fly-tipping will be removed as per current procedures and resource availability.	As Identified.
Grass clippings	
Re-use of grass clippings will be the preferred option where possible. • Alternative fuel resource • Baled and removed. Could be used as hay • Compost -leave on site • Compost – alternative use (Growing Spaces)	Once Annually.
Awareness of best practice	
Increase awareness for on-site/ground staff regularly and when new staff employed - to ensure that the management of land for biodiversity understood, promoted and carried out.	Awareness Programme developed.
Public awareness	
Promote Fife Council's activities related to biodiversity. Raise awareness of the wider importance of biodiversity and Climate Change in schools, community councils, businesses and other stakeholders in our communities. Provide a sign posting service to the work with our partner organisations e.g. Buglife, Learning through Landscapes, Butterfly Conservation, Friends of the Earth, Hedge Link, etc.	Local Biodiversity Action Plan.

2.4 Local Decision Making

The success of a grassland management strategy is dependent on communities deciding how they want to repurpose the land that the Grounds Maintenance Service attend in their areas. Front-line managers working collaboratively with Community Managers have shared the importance of environmental change with local stakeholders. A number of local communities and elected members have already indicated a desire to lead on alternative grassland management approaches in their local areas. This Community led approach will require a structure of support through Area Leadership teams and supporting agencies that can provide resources and expertise in the management of our green assets.

Grounds Maintenance Officers will work in partnership with Community Managers to facilitate groups who wish to develop or extend these proposals. Land management expertise will be available through our Climate Change Team and a range of partners who have a responsibility to support and deliver the priorities as defined by local communities.

As an example, Fife Council in partnership with, St Andrews University, Fife College, Fife Communities Climate action Network and Greener Kirkcaldy are leading the implementation of a Community tree planting strategy. This Project aims to support Fife Communities to plant more woodland by helping them identify suitable land and make decisions that will address their requirements for woods that mitigate climate change, support biodiversity, enhance the environment, support local economy and help adapt to our future climate.

Plans showing proposals in all wards have been presented as a baseline to develop opportunities. All plans are subject to amendment as community priorities change and this process will also be governed at an Area Committee level.

2.5 Public Consultation & Engagement

The consultation exercise ran for a period of 7 weeks from 16th November 2020 to 31st December 2020, and was publicised through elected members, community councils, social media, along with posters being displayed at sites which were affected by the proposals. Although an electronic response was encouraged through access to an on-line form, an option was also given for people to request a paper pack which contained the same information as what was available on-line, along with copies of the relevant maps, a paper form for completion and a return envelope.

The social media campaign was promoted on Facebook and Twitter. The following table is the cumulative total of the impact of Facebook posts on the Fife Council Facebook page from 16 November to 28 December 2020.

Reach	Engagement	Likes	Comments	Shares	Video views
128,256	8,744	204	127	183	15,835

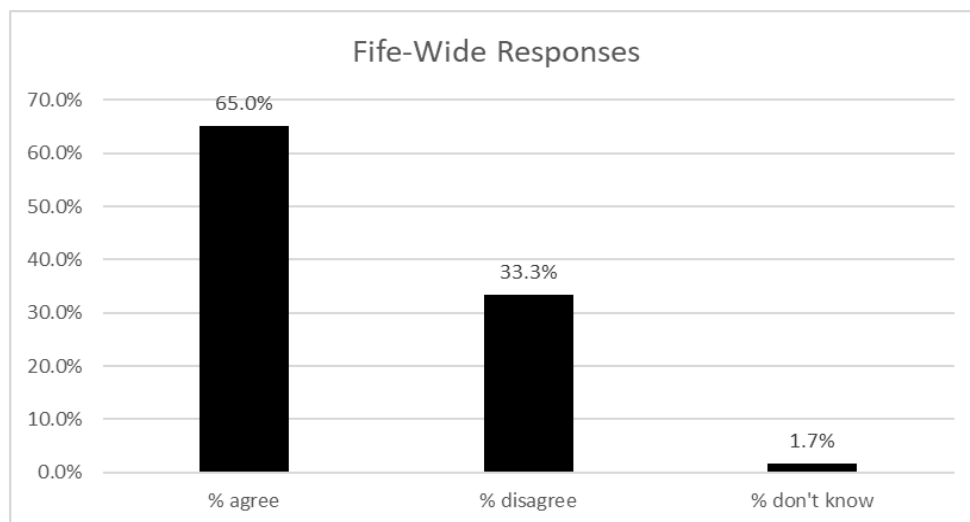
The reach is the number of individuals who saw the posts. The engagement records the total number of people who interacted with the posts such as likes, comments, shares, checking the location or tagging another person in a post.

A video animation was created to explain the new grasslands management strategy and its benefits. The number of views indicates it was successful in engaging people with the consultation process.

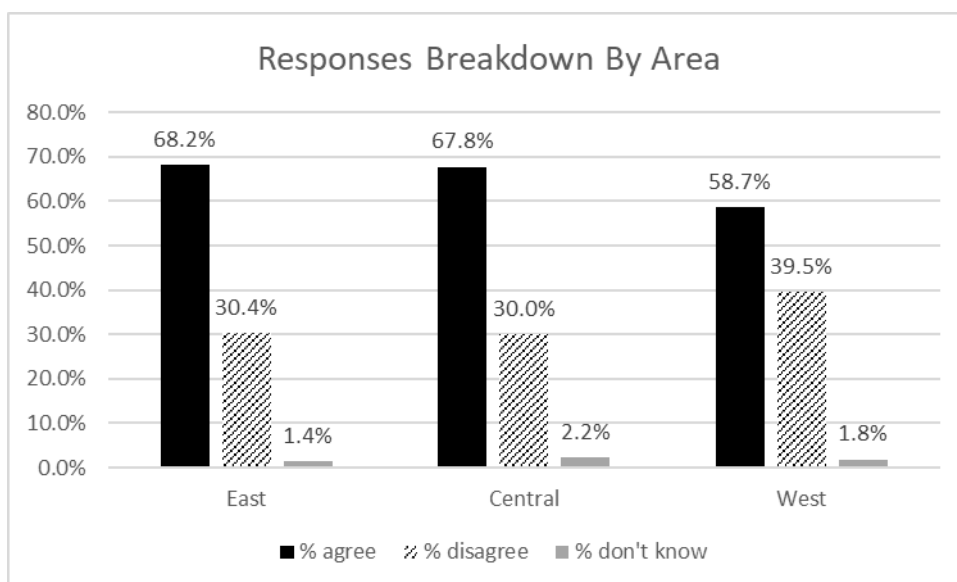
Respondents were also able to take part in an open discussion on grasslands management through the Let's Talk about Fife online participation platform, Consul. A total of 51 additional comments were received in this way.

2.6 Fife-wide Consultation Responses

A total of 1480 responses to the consultation were received from all areas of Fife. Respondents were questioned on whether they agreed or disagreed with this proposed new method of managing some of the grassland areas in Fife. The Fife-wide results showed an overall positive response, with 65% of respondents agreeing to the proposal. The results are shown in the following graph:



The responses have been further broken down by area (East, Central and West Fife) and the results are shown in the following graph:



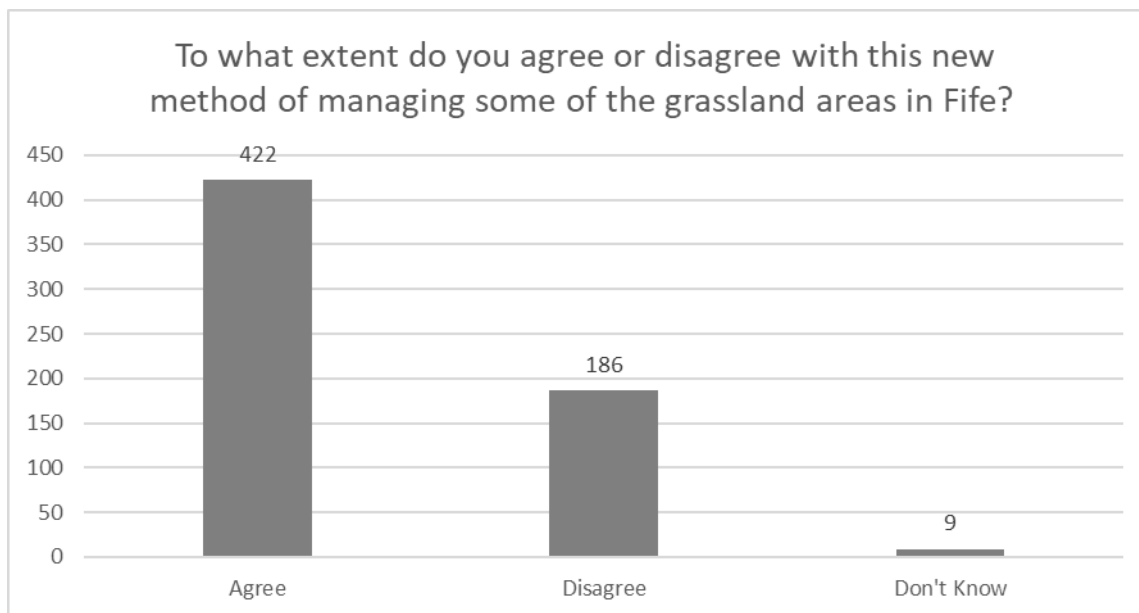
A full Ward breakdown showing the percentages of respondents who agreed/ disagreed with this new method of managing the grassland in Fife can be found in **Appendix 1**.

Participants of the consultation exercise were asked whether they were responding as an individual, elected member or on behalf of a local, community or voluntary group or organisation. The number of responses for each category is shown in the following table:

Fife-Wide Responder Type	
Individual	1403
Fife Councillor, MSP, MP, MEP	6
Local, community or voluntary group	71

2.7 North East Fife Committee Area Responses

A total of 617 responses were received from the North East Fife Area. The results are shown in the following graph:



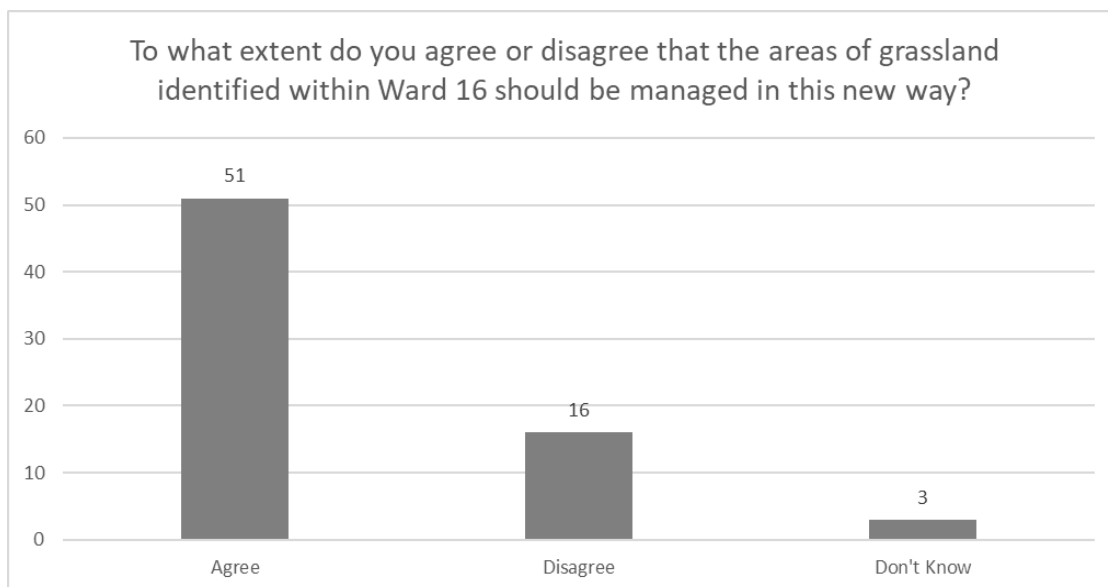
The detail of each individual response can be found in a document on the North East Fife Area Committee web page via the following link: [21st April 2021 | Fife Council](#)

Maps of proposed sites are available at www.fife.gov.uk/grasslands. Participants of the public consultation were provided with the option of submitting a digital or non-digital response. Participants of the public consultation were provided with the option of submitting a digital or non-digital response. The response methods are shown in the following table:

North East Fife Committee Area Response Methods	
Paper packs issued	11
Paper responses received	7
Electronic responses received	610

2.8 Ward 16 - Howe of Fife and Tay Coast Responses

A total of 70 responses were received from Ward 16. Participants were questioned on whether they agreed or disagreed that the areas of grassland identified within their own ward should be managed in this new way. The results are shown in the following graph:

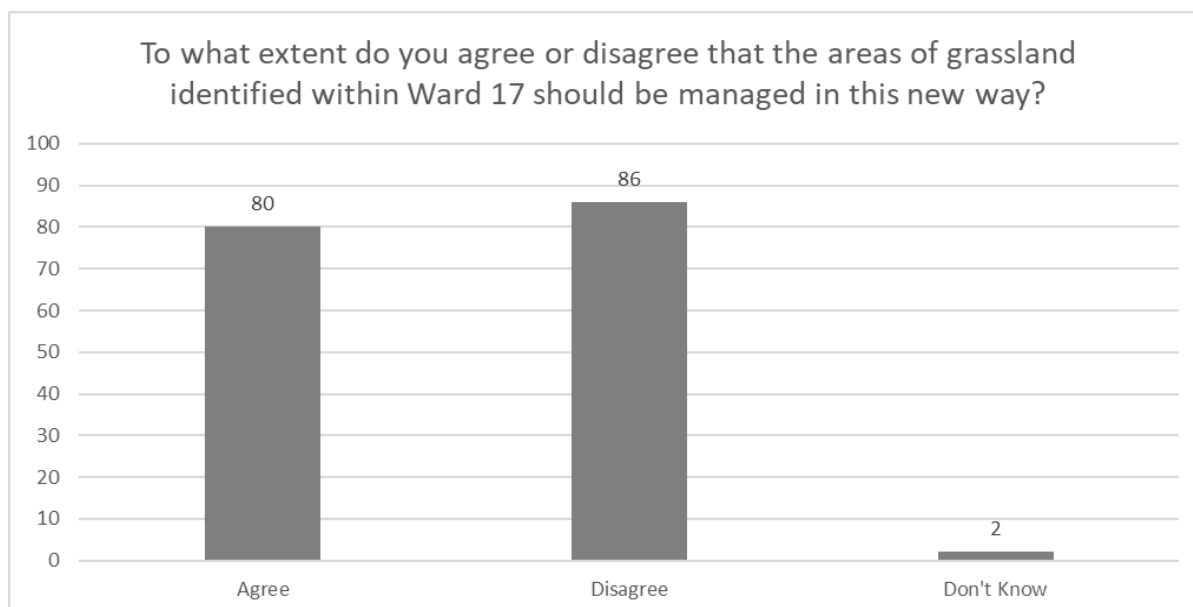


The type of responder was also captured during the consultation exercise. The results of which are shown in the following table:

Ward 16 - Responder Type	
Individual	64
Fife Councillor, MSP, MP, MEP	0
Local, community or voluntary group	6

2.9 Ward 17 – Tay Bridgehead Responses

A total of 168 responses were received from Ward 17. The results to this question are shown in the following graph.

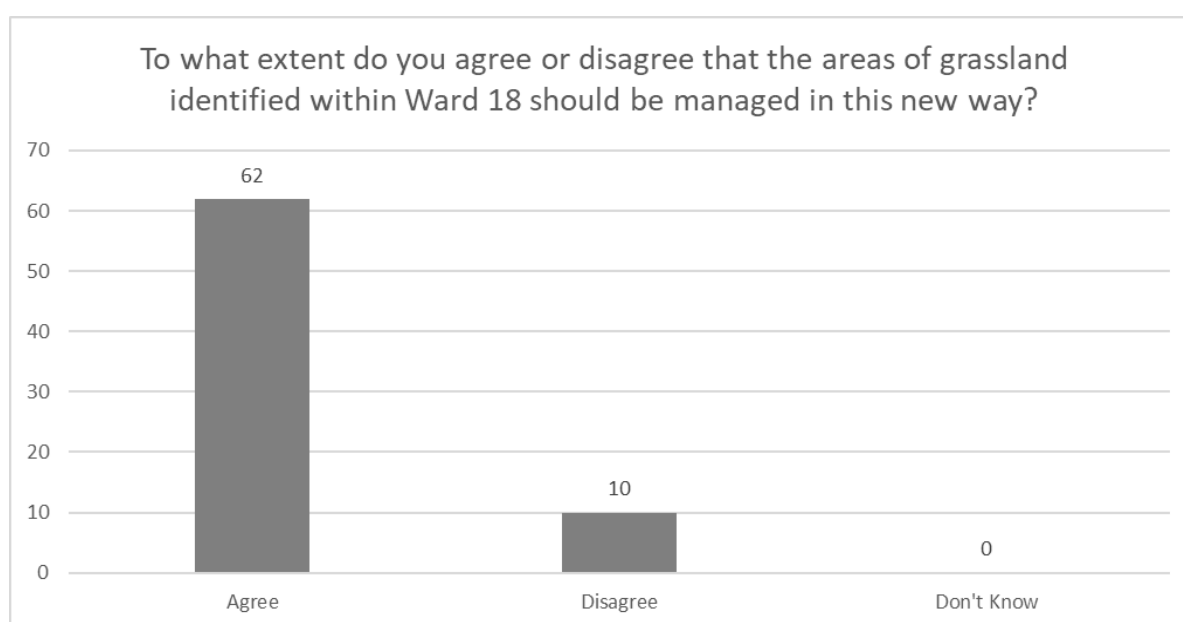


The type of responder was also captured during the consultation exercise. The results of which are shown in the following table:

Ward 17 - Responder Type	
Individual	161
Fife Councillor, MSP, MP, MEP	1
Local, community or voluntary group	6

2.10 Ward 18 – St Andrews Responses

A total of 72 responses were received from Ward 18. The results to this question are shown in the following graph.

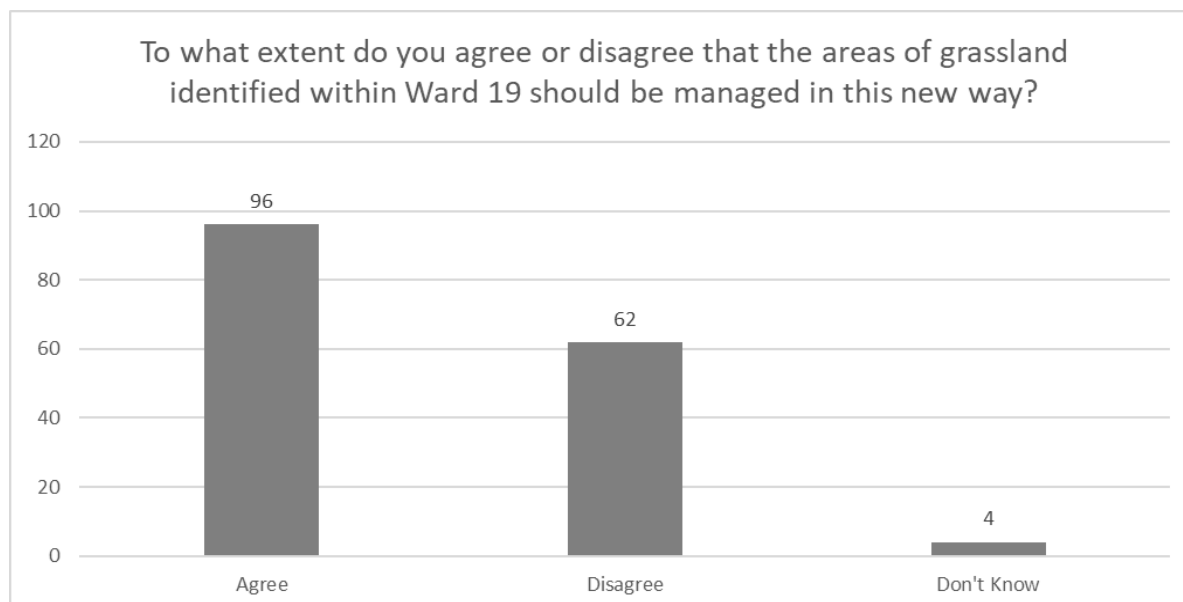


The type of responder was also captured during the consultation exercise. The results of which are shown in the following table:

Ward 18 - Responder Type	
Individual	65
Fife Councillor, MSP, MP, MEP	0
Local, community or voluntary group	7

2.11 Ward 19 – East Neuk and Landward Responses

A total of 162 responses were received from Ward 19. The results to this question are shown in the following graph.

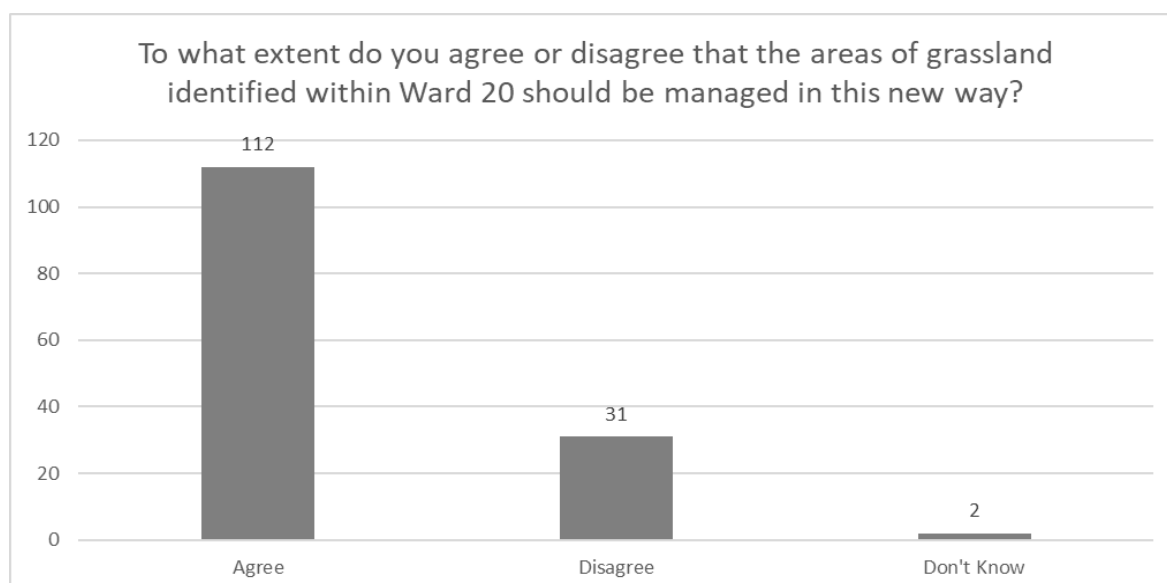


The type of responder was also captured during the consultation exercise. The results of which are shown in the following table:

Ward 19 - Responder Type	
Individual	154
Fife Councillor, MSP, MP, MEP	0
Local, community or voluntary group	8

2.12 Ward 20 – Cupar Responses

A total of 145 responses were received from Ward 20. The results to this question are shown in the following graph.



The type of responder was also captured during the consultation exercise. The results of which are shown in the following table:

Ward 20 - Responder Type	
Individual	139
Fife Councillor, MSP, MP, MEP	1
Local, community or voluntary group	5

2.13 Local, Community and Voluntary Group Responses

Local, Community and Voluntary Groups which took part in the consultation were:

Local Community & Voluntary Group	Response (Positive/Negative to proposal)
Acorn day nursery, at Andrews, Ltd	1 Response - Positive
Beautiful St Monans	2 Responses – 1 Positive, 1 Don't know
BSBi Botanical Recorder for Fife	1 Response - Positive
Burnturk & Kettlehill Community Trust	1 Response - Positive
Butterfly Conservation (East Scotland Branch)	1 Response - Positive
Crail Community Council	2 Responses - Negative
Cults Community Council	1 Response - Negative
Falkland & Newton of Falkland Community Council	1 Response - Negative
Fife People's Panel	1 Response - Positive
Footprint East Neuk	2 Responses - Positive
Freuchie Community Council and Freuchie in Flower	1 Response - Negative
Gauldry in Bloom	1 Response - Negative
Guardbridge Community Development Trust	1 Response - Negative
Kemback, Pitscottie & Blebo Community Council	1 Response - Positive
Kilrenny, Anstruther & Cellerdyke Community Council	1 Response - Positive
Leuchars Community Council	1 Response - Negative
Morison Duncan Hall Management Committee	1 Response - Negative
Newport in Bloom and Wormit in Bloom	1 Response - Positive

North Fife Cycling Group	2 Responses – 1 Positive, 1 Negative
St Andrews Botanic Garden	1 Response - Positive
Strathkinness Community Council	1 Response - Positive
Strathkinness Community Trust	2 Responses - Positive
Strathmiglo Public Hall	1 Response - Positive
Sustainable Cupar Fruit and Blossom group (FAB)	1 Response - Positive
The West Braes Project	1 Response - Positive
Unspecified	2 Responses - Positive

3.0 Conclusions

- 3.1 617 responses were received relating to the North East Fife Committee area. Across the area 68.4% of individuals replied positively to the new grassland management strategy and 30.1% responded negatively to the proposal. Once broken down to Ward areas the evidence suggests there is an appetite to develop a new grassland management regime in Wards 16, 18 and 20. Alternatively, responses from Ward 17 raised a number of concerns regarding specific areas of Gauldry and Victoria Park in Newport. Also responses from Ward 19 evidenced an overall acceptance of the proposal, however a significant number of concerns were raised regarding the specific areas of Pittenweem and also Roome Bay and Castle Walk in Crail.

List of Appendices

1. Ward breakdown of respondents who agreed/disagreed with the new method of managing the grassland in Fife.

Report Contact

Scott Clelland
Acting Service Manager (Grounds Maintenance Service)
Central 2 (1st Floor)
Bankhead Central
Bankhead Park
Glenrothes
Telephone: 03451 55 55 55 + VOIP Number 490075
Email: scott.clelland@fife.gov.uk

Ward breakdown of respondents who agreed/disagreed with the new method of managing the grassland in Fife:

	% agree	% disagree	% don't know
Ward 1. West Fife and Coastal Villages	47.6%	51.9%	0.5%
Ward 2. Dunfermline North	85.2%	14.8%	0.0%
Ward 3. Dunfermline Central	58.3%	36.1%	5.6%
Ward 4. Dunfermline South	75.4%	24.6%	0.0%
Ward 5. Rosyth	60.0%	24.0%	16.0%
Ward 6. Inverkeithing and Dalgety Bay	97.0%	3.0%	0.0%
Ward 7. Cowdenbeath	73.1%	26.9%	0.0%
Ward 8. Lochgelly, Cardenden and Benarty	31.5%	65.8%	2.7%
Ward 9. Burntisland, Kinghorn and Western Kirkcaldy	89.2%	8.1%	2.7%
Ward 10. Kirkcaldy North	60.0%	37.5%	2.5%
Ward 11. Kirkcaldy Central	59.5%	37.8%	2.7%
Ward 12. Kirkcaldy East	87.5%	12.5%	0.0%
Ward 13. Glenrothes West and Kinglassie	51.5%	48.5%	0.0%
Ward 14. Glenrothes North, Leslie and Markinch	69.8%	30.2%	0.0%
Ward 15. Glenrothes Central and Thornton	61.1%	30.6%	8.3%
Ward 16. Howe of Fife and Tay Coast	78.6%	20.0%	1.4%
Ward 17. Tay Bridgehead	53.6%	45.8%	0.6%
Ward 18. St Andrews	88.9%	11.1%	0.0%
Ward 19. East Neuk and Landward	59.3%	37.0%	3.7%
Ward 20. Cupar	80.7%	18.6%	0.7%
Ward 21. Leven, Kennoway and Largo	73.9%	26.1%	0.0%
Ward 22. Buckhaven, Methil and Wemyss Villages	62.1%	36.2%	1.7%
Fife Total	65.0%	33.3%	1.7%

21 April 2021

Agenda Item No. 13

Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review 2020

Report by: **Ken Gourlay, Head of Assets, Transportation & Environment**

Wards Affected: All Wards.

Purpose

The purpose of this report is to inform Committee of the performance of grounds maintenance, domestic waste collection and street cleansing services in 2020. The report will also inform Committee of the management changes in these services and identify how community-led decision making will shape operational delivery in future.

Recommendation(s)

It is recommended that Committee note:

- the extraordinary challenges faced in the delivery of grounds maintenance, domestic waste collection and street cleansing services in 2020.
- the structural and organisational measures being taken to improve and sustain service delivery.
- the new decentralised way of working which will deliver local priorities and help communities shape their environment.

Resource Implications

There are no additional resource implications arising from this report.

Legal & Risk Implications

The Environmental Protection Act 1990 imposes a duty on Fife Council to keep public roads and relevant land clear of litter and refuse so far as is practicable.

There are no new legal & risk implications arising from this report.

Impact Assessment

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

Consultation

No consultations are required in connection with this report.

1.0 Grounds Maintenance Service Performance

- 1.1 The lockdown restrictions imposed at the end of March 2020, stopped all grounds maintenance activity for 6 weeks at the start of the new growing season. This left the service with a grass cutting legacy which was almost unmanageable because of staff redeployment to other critical services and the absence of seasonal workers that could not be recruited for safety reasons.
- 1.2 As a consequence of the staff shortages, the service was forced to take the unprecedented decision to stop cutting grass in areas of low public amenity.
- 1.3 Some uncut areas have been returned to because the amenity use was underestimated but most are now the subject of a forthcoming public consultation on grassland management and biodiversity. Should communities wish to see a rewilding strategy for their locality, they will choose the land they want to repurpose, and a new maintenance specification will be developed.
- 1.4 If communities embrace a new grassland management approach on any scale, resources will be released to raise standards of greenspace maintenance elsewhere within their locality.
- 1.5 Lockdown restrictions prevented the supply and planting of flower bedding in 2020. All parks, streets and open space were devoid of flower displays and hanging baskets over the summer. This provision will return in 2021, unless Covid constraints dictate otherwise.
- 1.6 The service is now returning to a business as usual position and routine winter maintenance is underway.
- 1.7 The service continues to work on an internal programme of projects to strengthen business infrastructure and improve the commercial focus of operations:
 - New service level agreements with clients.
 - Implementation of electronic asset management system.
 - New financial management processes/systems.
 - Public/private garden care review.
 - Green waste processing.
 - Grassland Management Strategy.
 - Lease review.
 - Ash Dieback Strategy.
 - Fife wide tree survey.
 - Procurement review.

2.0 Domestic Waste and Street Cleansing Performance

- 2.1 Despite having critical worker status, a significant number of waste collection staff went absent within days of the lockdown restrictions being applied. As a result, the service was forced to stop non-essential collection of paper and cardboard and delay the increased two-weekly summer collection cycle on compost.
- 2.2 Staff were brought in from Fife Resource Solutions, Building Services and Ground Maintenance to prevent service failure and maintain core landfill collections. A number of bins were missed during the summer months because the new staff were not familiar with routes, however the public were generally understanding of the challenges being faced by the service.

- 2.3 On June 1 2020, all waste collection streams were back on schedule and normal service was resumed with new COVID safety measures in place. 100 street cleaners are in the process of being trained on mechanical waste collection and 40 waste collectors have been trained as HGV drivers, in order that future resilience can be found within the service. This additional resource will minimise reliance and impacts on other services should a second or third lockdown be declared.
- 2.4 As with grounds maintenance works, street cleansing was also suspended for 6 weeks at the start of lockdown and the consequences for the environment were highly visible. Litter and weeds became a feature on most streets and whilst the position with discarded rubbish has been improved, plant growth has been harder to control with a reduced workforce. A budget reduction in weed spraying has also added to the problem.
- 2.5 Additional street cleansing support has come from redeployed Building Services apprentices and voluntary organisations such as the Fife Street Champions. The service is now actively coordinating operations and collaborating with local groups wishing to help improve the environment in their areas.
- 2.6 Working with the Council's Skills and Employability Team the service has established an Environmental Training Academy to train unemployed young people for jobs in street cleansing and waste collection. To date 12 young people have been trained and recruited to full-time positions in both services.

3.0 Restructure

- 3.1 Parks, Streets and Open Spaces (PSOS) previously provided grounds maintenance and street cleansing services under one management structure. The original objective was a more flexible deployment of staff resources between the two functions. Limited benefits have accrued as budget cuts have removed one third of the workforce in the last seven years. Constant change and loss of local knowledge and experience have impacted significantly on the success of this model.
- 3.2 With growing financial challenges and dropping standards in service delivery it has been necessary to review and change the operating model. The main priorities have been greater transparency, financial stability and improved operational management.
- 3.3 In a complex supervisory structure, it was clear that the management of the street cleansing and grounds maintenance functions had to be separated. It was agreed that street cleansing would return to the Domestic Waste Service and a new dedicated Grounds Maintenance Service would be created.
- 3.4 The revised organisational structure was introduced in July and despite all the COVID related impacts, both new services are already making improvements in the way in which they are working:
 - Balancing and aligning resources with demand across areas.
 - New job profiles.
 - Return to ward area working.
 - Introduction of full cost recovery charging mechanism.
 - Standardisation of working practices.
 - Dedicated functional team approach.
 - Community-led decision making.
 - New Environmental Training Academy.
 - Increased collaboration with voluntary organisations.

4.0 Local Engagement / Community-Led Decisions

4.1 Day to day operations

The new service management structures are underpinned by the commitment to engage and communicate with elected members and community representatives on local priorities. Each Committee Area will have dedicated Managers and Supervisors (see Appendices 2 & 4) working to deliver community-led specifications balanced with available resources.

4.2 Strategic Decision Making

For more planned and longer-term matters such as greenspace management and purposing of land, there will be a Place Leadership model. Multi-disciplinary Local Leadership Teams comprising Community Managers, service representatives and community partners will consult, agree area strategies and shape service delivery to ensure place priorities are met.

5.0 Conclusions

- 5.1 Budget cuts over recent years totalling £5.5m and a one third reduction in the street cleansing and grounds maintenance workforce has had a significant impact on service delivery. The legacy created by lockdown restrictions at the start of the summer season only exacerbated dropping standards and confirmed the necessity for transformational change in these service areas.
- 5.2 The structural and organisational change that has been introduced will now support a whole programme of improvement projects which will increase service delivery and recover the environmental standards that the Council aspires to. A dedicated area-based approach will be central to how resources are deployed and what priorities can be targeted and delivered for communities on a locality by locality basis.
- 5.3 Local engagement and partnership working with community groups and representatives will be key to shaping day to day service provision. More significant strategic decisions on place making and the environment will be developed by Local Leadership Teams.
- 5.4 The development of relationships and collaborative working with voluntary organisations will enhance local environments and see communities take more ownership of standards in their area. This form of partnership working will raise awareness and change cultures over time.

List of Appendices

Appendix 1 - Grounds Maintenance Staff Resources per Area

Appendix 2 - Grounds Maintenance Ward Contacts

Appendix 3 – Street Cleansing Staff Resources per Area

Appendix 4 – Street Cleansing Area Contacts

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 Author and Contact

John Rodigan, Senior Manager (Environment and Building Services)

Tel. 03451 55 55 55 Ext No 473223 Email John.rodigan@fife.gov.uk

Appendix 1 – Grounds Maintenance Staff Resources per Area

SW Fife	NE Fife	Levenmouth	Kirkcaldy	Glenrothes	Dunfermline	Cowdenbeath
21	36	23	38	35	29	27

Total - 209

Appendix 2 – Grounds Maintenance Ward Contacts

Wards	Contact	Mobile	Area Manager
1	Darren Pierce	07984 498936	John O'Neil
2/3/4	Mark Blackman	07984 495188	John O'Neil
5/6	Darren Pierce	07984 498936	John O'Neil
7/8	Kevin Jolicoeur	07720 337589	John O'Neil
9	Richard Brown	07984 459888	Stephen Duffy
10/11/12	Craig Balfour	07984 496973	Stephen Duffy
13/14/15	Alex Lamond	07951 204370	Stephen Duffy
16/17/18/19/20	Roger Honeyman	07598 292114	Colin Davidson
21/22	Tam Templeman	07998 4496617	Colin Davidson
Trees			
1-8 / 13-15	Brian Taylor	07984 494617	Stephen Duffy
9-12 / 16-22	Robert Cunningham	07738 955588	Stephen Duffy

Appendix 3 – Street Cleansing Staff Resources per Area

SW Fife	NE Fife	Levenmouth	Kirkcaldy	Glenrothes	Dunfermline	Cowdenbeath
21	25	18	26	27	20	12

Total – 149

Appendix 4 – Street Cleansing Area Contacts

Wards	Contact	Mobile	Area Manager
1/2/3/4/5	Stephen Campbell	07874850594	Jim Stenhouse
6/7/8	Bruce Patrick	07984496243	Jim Stenhouse
9/10/11/12	Peter Gilmour	07740421510	John Easton
13/14/15	Michael Tasker	07984497077	John Easton
16/17/18/19/20	John Hopkins	07460878807	Alan White
21/22	James Palmer	07507870465	Alan White

21 April 2021

Agenda Item No. 14

School Attainment and Achievement Report

Report by: Carrie Lindsay, Executive Director Education and Children's Services

Wards Affected: 16, 17, 18, 19 and 20

Purpose

This report provides the Area Committee with a summary report on 2019-2020 School Attainment for young people who left school in 2019-20 across the secondary schools serving the area. Details of how to access School Standards and Quality Reports and Recovery / Improvement Plans are also provided for primary and secondary schools across the area in the appendices.

Recommendation(s)

The Committee: -

- (1) are encouraged to engage directly with local schools to find out more about School Attainment and Achievement;
- (2) are asked to note the details contained within this report in relation to the nature of this year's report due to the impact of the COVID 19 pandemic;
- (3) are asked to note the information provided in the enclosed secondary schools' reports;
- (4) are asked to engage with secondary Headteachers to discuss arrangements for this year's Alternative Certification Model for SQA Qualifications and how this is progressing in their school.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no legal implications.

Impact Assessment

An EqIA is not required as this is a monitoring report and is for information and noting only.

Consultation

There are no consultation implications. Consultation requirements in respect of any proposed alteration to education provision are governed by the Schools (Consultation) (Scotland) Act 2010.

1.0 Background

- 1.1 The nature of this year's report on School Attainment and Achievement differs from previous years for the reasons set out below and was discussed with Area Committee chairs who attend a meeting on 12 February and then widely communicated via an Elected Member briefing sent on 24 February 2021.
- 1.2 The cancellation of the exam diet for the candidates of 2020 and the decision to base qualification results on teachers' estimates. As a result, the Scottish Government have advised that: "The results for 2020 should not be directly compared to those in previous years or future years. The 2020 Insight data cannot therefore be used to demonstrate subject, school or authority improvement compared with previous years." The Fife Guidance for "SQA Estimates for Candidates for Session 2019-20" (Appendix 1) was used by schools for qualifications for candidates in 2020.
- 1.3 In addition, due to the COVID 19 pandemic, for Session 2019 - 2020 the Scottish Government did not uplift the data for Achievement of Curriculum for Excellence Levels for children and young people in P1, P4, P7 and S3.
- 1.4 As a result, this year's report does not contain attainment trend data for primary or secondary schools.
- 1.5 All schools have continued to monitor the progress of all learners. As children and young people return to school after the second lockdown tracking of progress will be a priority.
- 1.6 This year's report provides a list of schools in the local area and a link to where school Standards and Quality Reports 2019-20 and Recovery Action Plans 2020-21 will be located. (Appendix 2) Due to the decommissioning of Fish, these reports are being relocated to Fife Direct. Work on this is ongoing and the links will be live as soon as possible. The school Standards and Quality Reports and Recovery Action Plans provide details of progress in schools and priorities for improvement.
- 1.7 For secondary schools details of school context, the trends in the School Leavers Destination Report for the last three years and data on attainment of leavers for 2019-20 are included.
- 1.8 Secondary schools will provide the Local Area Committee with a verbal report on progress within their school for this session's Alternative Certification Model for SQA Qualifications.

2.0 Secondary School Reports

- 2.1 The reports for secondary schools serving young people from the local area are contained within Appendices 3 onwards.
- 2.2 These provide detail of the school context including FMR (Free Meal Registration) SIMD (Scottish Index of Multiple Deprivation) profile, Attendance and Exclusions, Additional Support Needs, and Staying on Rates.
- 2.3 Three-year data for the secondary school, Fife, National and SEIC are provided for initial school leaver destinations from the SLDR (School Leaver Destination Report) which provides details of young people's post school destination in the first week in the October after they leave school.
- 2.4 Positive destinations include Higher Education, Further Education, Training, Employment and Activity Agreements.

- 2.5 Activity Agreements are put in place for young people who are not yet ready to transition to another positive destination and involve bespoke programmes for young people.
- 2.6 Negative destinations include unemployed seeking and unemployed not seeking (e.g. pregnant, in custody) and young people for whom the destination is unknown.
- 2.7 One-year data for the secondary school is included for Level 4 and Level 5 Literacy and Level 4 and Level 5 Numeracy. This shows the percentage of the school's leavers in 2019-20 who achieved these levels of qualification.
- 2.8 One-year data for the secondary school is included for qualification sets at Level 5 (National 5) and Level 6 (Higher). This shows the percentage of the school's leavers in 2019-20 who achieved these qualification sets.

3.0 Alternative Certification Model for SQA Qualifications 2021

- 3.1 All exams for SQA Qualifications have been cancelled for Session 2020-21. Qualifications will be determined using the Alternative Certification Model <https://www.sqa.org.uk/sqa/96760.html>
- 3.2 Planning at Fife and school level for the stages of the Alternative Certification Model is well progressed and schools will be able to verbally report on progress to Elected Members.

4.0 Conclusions

- 4.1 Due to the impact of COVID 19 we have been unable to provide School Attainment and Achievement Reports in the same format as previous years.
- 4.2 The Secondary School Reports and link to accessing school Standards and Quality Reports and Recovery Plans provide Elected Members with details of school context and current priorities.

List of Appendices

- 1. Appendix 1 – Fife Guidance for “SQA Estimates for Candidates for Session 2019-20”
- 1.1 Appendix 2 – List of local schools and link to where Standards and Quality Reports and School Recovery Plans can be accessed.
- 2. Appendix 3 – Bell Baxter High School Report
- 3. Appendix 4 – Madras College School Report
- 4. Appendix 5 – St Andrew's RC High School Report
- 5. Appendix 6 – Waid Academy School Report

Background Papers

None.

Report Contact

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Appendix 1: Fife Guidance for “SQA Estimates for Candidates for Session 2019-20”

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1.0: Introduction and Background

The following guidance has been developed to support the processes for producing and quality assuring estimates for National 5, Higher and Advanced Higher qualifications of candidates who will now not be able to sit exams due to the cancellation of the 2020 SQA diet.

This guidance is being provided in recognition of the unique set of circumstances faced by candidates and centres this session and is designed to ensure that we follow robust processes to allow all candidates the best chance of receiving the qualifications they would have achieved under normal circumstances.

SQA have indicated they are basing all of their work on three broad principles, whilst adapting to the current challenges we all face:

- Fairness to all learners;
- Safe and secure certification of qualifications, while following the latest public health advice; and
- Maintaining the integrity and credibility of the qualifications system, ensuring that standards are maintained over time, in the interests of learners.

SQA have provided a timeline of support as detailed below:

20 April 2020

- [Information for centres - Producing Estimates](#), which explains how to determine the estimated grade, bands and rank order that we require you to submit to allow us to make awarding decisions this year.
- Our [Frequently Asked Questions](#), available on the dedicated section of our website, includes some information on producing estimates and will be updated regularly to address your questions.
- We have provided [an overview of the four key steps involved in the alternative certification model for 2020.](#)

27 April 2020

- Online course to take you through the process of determining estimated grades, bands and rank order available on SQA Academy.

Week beginning 4 May 2020

- Centre Tables, which will provide information on the estimates that you have made, as well as the attainment achieved by your learners each August, for the past three years. The information will be provided for each subject and level. (Fife made this information available to schools on 21st April).

Week beginning 11 May 2020

- We are working hard to ensure that a new service on our centre portal, SQA Connect, will be available to you. This will provide a list of all your learners for whom we have an accepted entry and is where you will input the required estimate information. You will have the opportunity to 'save as you go', before making a final submission for each course. A user guide will be provided to you in advance of the service opening. You are encouraged to do as much preparation work as possible, including ensuring that your entry information is fully up to date, before this service becomes available.

SQA have also explained the four key steps in this year's process for certification of National 5, Higher and Advanced Higher courses as follows:

“Step 1 - Estimates

With no exams taking place this year and no feasible way for SQA to mark coursework, this means estimated grades will be the core element of certification.

By **Friday 29 May**, schools and colleges will provide us with their estimates of the grades, bands and rank order for each learner, for each course at National 5, Higher and Advanced Higher.

Step 2 - Awarding

We will then check and validate that information. We will moderate it, if necessary, to ensure consistency across schools and colleges and with results from previous years.

We will use the information from these estimates, in addition to prior learner attainment, where this is available. For example, if learners achieved National 5 or Higher courses, in a previous year.

We will also look at schools' and colleges' previous history of estimating and attainment in each subject and level. We may moderate these estimates, up or down, if that is required.

This process will produce the results for learners, using our national grades for each subject and level.

Each year, we hold Awarding Meetings that bring together a range of people with subject expertise and people with experience of standard setting across different subjects and qualification levels. We will maintain this approach this year, as far as possible.

Step 3 - Results and Certification

We will issue learners with their individual results by 4 August.

Step 4 - Appeals

After 4 August, a free appeals service will be available to schools and colleges, to allow them to request a review of the grade awarded for a learner or a group of learners. It is important that such a service is in place in this exceptional year.

Assessment evidence must be available to support an appeal and the evidence will be reviewed by senior examiners. We will provide schools and colleges with full details of this service shortly.”

These guidelines for schools in Fife will replicate SQA advice and provide further clarity and guidance for practitioners. The guidelines will be updated to reflect any new SQA support e.g. the online course SQA will deliver in week beginning the 27th April.

2.0: National, Higher and Advanced Higher Qualifications

SQA Guidance can be accessed at

[Information for centres - Producing Estimates](#)

The extension to the deadline for estimates from Friday 24th April to **Friday 29th May**, coupled with the inclusion of greater banding within each grade and the ranking of candidates reflect the unique situation this year.

SQA have stated that this extension to the deadline for estimates should give “teachers the time they need to access evidence, and have departmental and faculty discussions, to provide this information.”

Estimates for the candidates of 2020 are not the same as estimates for candidates in any previous year - both in terms of how they are produced and in terms of how they will be used. It is vitally important for all that estimates for candidates are credible and result in fairness across Scotland.

Although estimates have been a part of the SQA process for many years, this year they are crucial as these will be used by SQA to determine the grade achieved by each candidate in each subject.

SQA have indicated they will use estimates to:

- help make decisions about certification — estimates indicate the grades that centres expect their candidates to attain
- check that awarding outcomes are as fair as possible to candidates
- ascertain whether a centre’s estimates this session are consistent with outcomes in previous years

In advice to learners, SQA have indicated that teachers “have a strong understanding of your performance and know how you compare to other learners in each department, and in previous years. Your teachers should take account of any available work that you have completed throughout the course. Using their professional judgement, and their knowledge of your work and your progress so far, they should make an estimate of the grade and band you would have achieved under normal circumstances.

Estimate grades should be based on your **demonstrated and inferred attainment** of the required skills, knowledge and understanding for each course at National 5, Higher and Advanced Higher.”

SQA have also indicated that they will have the information they “need to adjust Estimates where necessary, and to ensure consistency — both across the country and in comparison, with previous years.”

SQA will use their data on Local Authority exam results, school level exam results and subject level exam results when considering estimates received. This data will include subject level results at school level.

3.0: Data Provided by the Local Authority

In Fife, we will be providing the data listed below to our schools on 21st April. This includes the data which SQA will make available to schools during the week beginning 4th May.

Provision of this data to schools in Fife considerably earlier than the SQA timescale will support the processes of generating estimates and the quality assurance of estimates.

The Local Authority is providing each school with the following information:

1. Data on how young people in the current S4 in schools performed in Scottish National Standardised Assessments (SNSA) when they were in S3. This will be high level data based on the entire year group and will show what % of young people were assessed within each of the bands used within SNSA and compare this to the previous cohort. This will allow schools to have some information in relation to the relative ability of this year's S4 group compared to last year.
2. Data on how young people's performance in Scottish National Standardised Assessments (SNSA) in 2018 (when they were in S3) translated into performance at National 5 in the 2019 SQA Diet (when they were in S4). In combination with the data referred to in 1 above, this will allow schools to look at what might be reasonably expected of this year's S4 compared to last year.
3. Data on Estimates to Actual bands for the last five years for every subject at National 5, Higher and Advanced Higher levels. This will allow schools to consider how concordant subject estimates have been in the past and help to support professional judgements for this session.
4. Data on the percentage grades achieved for every subject at National 5, Higher and Advanced Higher over the last three years and a three-year average. This will allow schools to consider trends in subjects over time and help to support professional judgements for this session.
5. The Power BI platform also provides schools with data on five-year trends in qualification sets for the S4, S5 and S6 cohorts.
6. Schools will also have access to National Qualifications Progression Statistics via the SQA website. This will allow schools to consider the progression rates of candidates from National 5 to Higher etc.

SQA will issue and use previous data and progression rates to ensure the validity of estimates submitted by schools, but not until 4 May. It is crucial that schools are proactive in using the data referred to above to ensure estimates are viewed as valid, reliable and fair. It is also crucial that estimates fit within reasonable parameters of previous trends.

4.0: Estimating Grades – Guidelines for Practitioners: Section 1

There are two sections within this. The first provides guidelines on the role of SLT, PTC/PT and teachers in the production of estimates for candidates for this session. The second section provides guidance on how these estimates should be quality assured within the school and at authority level.

These guidelines should be read in conjunction with [Information for centres - Producing Estimates](#) and the online course on SQA Academy.

4.1: Production of Estimates – General Guidance

Estimates for candidates this year will be the main determinant of their result in August. SQA have clearly indicated that teacher estimates should be based on a wide range of evidence, teachers' professional knowledge of their learners and how learners have performed in previous years and should include demonstrated and inferred attainment.

This is a unique situation and one which should require practitioners at every level of the system to consider estimate grades very carefully and to act with integrity to ensure candidates' grades are reflective of what they would have achieved under normal circumstances.

SQA "recognise that centres will have incomplete evidence and that the range and amount of evidence will vary between different subjects. Judgements should be made on the available evidence. No candidate should be disadvantaged if they are unable to complete any work set after centres were closed. Where candidates have completed additional work after school and college closures, teachers and lecturers should exercise caution where that evidence suggests a change in performance. In many cases, it is likely to reflect the circumstances and context in which the work was done.

In order to produce accurate estimates, you need to have a clear understanding of:

- the range of skills, knowledge and understanding covered by the course
- the structure and the assessment requirements of the course
- the components that contribute to the course award, including weightings where appropriate
- the grade descriptions for the course

Many qualifications have scaling applied to the components of the course and you may find it useful to use the **scaling calculator**, which can be used as an aid to calculate the total mark for National 5, Higher or Advanced Higher courses that have scaled components.”

When determining an estimate, you should firstly gather and review the key evidence you have for each candidate. For example, prelim or mock papers, additional tasks or assignments, performance or practical evidence. You should then focus on the predictive value of the evidence reviewed (in other words, how much it tells you), as measured against the requirements of the course assessment. For example, this could be the consistency of a candidate’s practical or performance evidence or the depth of treatment in relation to questions on key topics, or their quality of responses to discriminating questions or tasks.

Not every topic in every area needs to be assessed exhaustively — a selection of important and representative questions and tasks evidenced under the appropriate conditions can give a good indication of likely performance in the final course assessment. This will be particularly important this session when some of the evidence may be incomplete or coursework evidence is not available to centres.

SQA have advised:

“There may be a range of factors that impact on candidates’ access to learning. When making judgements on individual estimates, it is important to bear this in mind, especially in the following cases:

- Candidates who have assessment arrangements or who would have reasonable adjustments (for example a reader, or scribe).
- Candidates who may have difficulty working from home, or working independently, perhaps for reasons associated with deprivation.
- Candidates, including those who may have caring responsibilities, who are care experienced, who may have further interrupted learning due to illness or disability, which at this time present barriers to learning.
- Candidates who have reduced or no access to specialist support for learning staff, resources or assistive technology that they would normally have in school or college.

For these candidates especially, it is important that they are not disadvantaged for being unable to complete any work set after the closure of centres. The SQA statement of 2 April 2020 made it clear that there was no requirement to set additional mock/prelim or homework tasks to help with estimates.

For candidates who have assessment arrangements, or who would have reasonable adjustments, estimates should be based on likely achievement with the reasonable adjustments/assessment arrangements in place. When reviewing prelims or mock assessments, reflect on whether appropriate support was in place, or whether the assessment was used as a 'baseline' indicator for future support. It is worth emphasising that these candidates may have been unable to access their usual levels of support in home learning situations.

These candidates may normally be taught by peripatetic teachers or support for learning specialists. You may wish to include these staff in estimate discussions."

Implicit Bias

"Special mention must be made of what might be called 'implicit bias'. Implicit bias originates from assumptions or stereotypes based on characteristics such as background, gender, disability, race and ethnicity. Research has strongly suggested that implicit bias may be a contributing factor to assessment judgements, and it is for this reason that SQA's normal e-marking procedures includes the suppression of personal candidate data. In the absence of these procedures this year, we need you to think about potential bias in relation to the estimates you are providing. Candidate evidence should be valued for its own worth and merit as an indicator of course assessment, and a conscious effort should be made to consider and avoid the negative impact of potential implicit bias. You should do this as you finalise your estimates and ranking by considering the accuracy of the decisions you make alongside candidate data on background, gender, disability, race and ethnicity, at both class and cohort presentation level.

Moderation across departments, learning areas and faculties will ensure fairness for all candidates and ensure that robust standards are maintained."

4.2: Production of Estimates – Refined bands:

Professionals are being asked to estimate candidate performance using the following refined bands:

Grade	Band	Refined band		Notional % range
A	1	1 Upper	1	93–100
A	1	1 Lower	2	85 – 92
A	2	2 Upper	3	80–84
A	2	2 Middle	4	75–79
A	2	2 Lower	5	70–74
B	3	3 Upper	6	67–69
B	3	3 Lower	7	65–66
B	4	4 Upper	8	62–64
B	4	4 Lower	9	60–61
C	5	5 Upper	10	57–59
C	5	5 Lower	11	55–56
C	6	6 Upper	12	52–54
C	6	6 Lower	13	50–51
D	7	7 Upper	14	47–49
D	7	7 Middle	15	44–46
D	7	7 Lower	16	40–43
No Award	8	8 Upper	17	35–39
No Award	8	8 Lower	18	30–34
No Award	9	9	19	0–29

SQA advise that “once you have identified a candidate’s estimated grade and band (using the usual SQA bandings of 1 – 9), you should revisit all candidates in line with the refined bands shown above, with the exception of band 9.

You are being asked to come to nuanced conclusions, so weigh and balance the evidence you have, bringing in your knowledge of candidates with similar profiles of attainment in previous years.

For larger cohorts, we would expect candidates estimated to achieve a particular band to be distributed across the refined bands. Centres are strongly advised to focus on making holistic professional judgements when determining the refined band for each candidate and to not over-focus on the notional percentage range.”

Band 1, 3, 4, 5, 6 and 8 estimates

If the overall estimate suggests that the candidate is achieving closer to the band above, **they should be placed in the upper refined band.**

If the evidence suggests that the candidate is achieving closer to the band below, **they should be placed in the lower refined band.**

Band 2 and 7 estimates

The corresponding refined bands are now divided into three categories (upper, middle and lower): if the overall estimate suggests the candidate is achieving closer to the band above, the candidate **should be placed in the upper refined band.**

If the overall estimate suggests that the candidate is achieving closer to the band below, the candidate **should be placed in the lower refined band.**

The middle-refined band should be used where the overall estimate solidly conforms to the **required standard.**

4.3: Production of Estimates – Rank ordering of candidates:

Professionals are being asked to rank order candidates in accordance with the following guidelines set by SQA:

“In addition to providing estimates within the refined bands discussed above, you also need to provide a rank order for each of your candidates within each refined band. For example, if you have 15 candidates for National 5 Mathematics for whom you have given an estimate of refined band 6, you should then rank them from 1 to 15, where 1 is the most secure and/or highest attaining, 2 is the next most secure and so on. Unique rankings with no ties are expected within each refined band for most courses. This will help SQA make differentiated adjustments where appropriate to the estimates for the benefit of candidates. For large multi-class cohorts, we recognise that it may be extremely difficult to distinguish between every candidate and strongly advise minimising the number of ties, and the number of candidates who are tied, within any refined band. Where there is more than one teacher/lecturer delivering a course, collectively you will need to agree the rank order for all candidates within your centre. Within your subject departments you will need to discuss the rank order and come to a shared view of the standard being applied within your centre. We recognise that this will be challenging for some centres and in some subjects, given the current circumstances.”

4.4: Production of Estimates – Information Required by SQA

SQA will require three numbers to be submitted for each candidate – the original band (1-9), the refined band (1-19) and the rank order within the refined band. An example is given below:

Candidate	SCN	Grade	Band	Refined band		Rank order
J Dupre	253456789	A	1	1 Upper	1	1
B Patel	254567891	A	1	1 Upper	1	2
P Leonard	255678912	A	1	1 Lower	2	1
M McElroy	256789123	A	2	2 Upper	3	1
H McTavish	257891234	A	2	2 Lower	5	1
J Wysocki	258912345	B	3	3 Upper	6	1
J Finlay	259123456	B	3	3 Upper	6	2
L Dempster	251234567	B	3	3 Upper	6	3
B Cooper	252345678	B	4	4 Upper	8	1
R Kaur	251234567	B	4	4 Upper	8	2
B Sanchez	252030405	B	4	4 Lower	9	1
R Stevenson	254969432	C	6	6 Lower	13	1
C Billings	259505823	C	6	6 Lower	13	2
G Price	254950378	C	6	6 Lower	13	3
D McDougall	259483929	C	6	6 Lower	13	4
A Philp	253659213	C	6	6 Lower	13	5

4.5: Production of Estimates – Band 9 National 5 Candidates

Schools should consider whether it would be appropriate to dual enter candidates with an estimated band of “9” for National 5 for the National 4 qualification. This would need to be based on the professional judgements of practitioners and the evidence they hold for each candidate. Practitioners would need to consider the extent to which this evidence would support achievement of the National 4 qualification. This will vary across schools and subjects.

4.6: Production of Estimates – The Role of SLT

SLT should:

- ensure all staff are aware of the importance of this session's estimates and provide support and guidance for all staff.
- ensure all staff are aware of the new bandings to be used for estimates and the SQA advice provided within this guidance
- ensure all staff are aware of the need to rank order candidates and the SQA advice provided within this guidance
- ensure all staff are aware of the wide range of evidence that can be considered when generating estimates by sharing the “**Potential Evidence Checklist**” attached to this Guidance as **Appendix 1**.
- discuss with staff and PTC/PT whether completion of the “**Candidate Potential Evidence Checklist**” attached to this Guidance as **Appendix 2** would be helpful in supporting decision making and potential future appeals.
- use the data within the October Power BI Attainment Report to analyse trends in attainment at whole school level for S4, S5 and S6 cohorts for the last three years.
- use the data provided by the Local Authority for three-year trends for grades for subject and levels and Estimates to Actual for the last three years for all subjects.
- use National Qualification Progression Statistics to consider appropriate progression rates for each subject.

In addition, SLT should:

- consider the relative ability of this year's S4 cohort in comparison to last year's cohort and to previous cohorts, based on available assessment results. This may include the SNSA data provided by the Local Authority and other baseline assessment data available at school level (e.g. MidYIS).
- for S5 and S6, consider prior attainment, National Qualifications Progression Statistics and other baseline assessment data available at school level to consider the relative ability of this year's S5 and S6 cohorts.
- consider any school circumstances which have a bearing on attainment at whole school or subject level e.g. changes to courses offered, verification not being accepted, changes to staffing, staff absences, etc.

- Using all available data and taking into consideration school circumstances, provide all teachers and PTC/PT with guidance on the parameters for estimates for Session 2020 compared to the previous three sessions.

SLT in schools should ensure all teachers, **PTC/PT have access to:**

- This guidance
- The data provided by the Local Authority in relation to three-year trends for grades for subjects and levels
- The data provided by the Local Authority in relation to subjects and levels and three-year trends for Estimates to Actual
- National Qualifications Progression Statistics for National 4 – National 5, National 5 to Higher and Higher to Advanced Higher available at <https://www.sqa.org.uk/sqa/90765.html>
- Advice on how the relative “ability” of this year’s S4, S5 and S6 cohorts based on BGE CfE declarations and standardised assessment data i.e. SNSA, MidYIS, etc. should be factored into estimates

SLT should:

- link closely with PTC/PT to ensure that they have a clear understanding of how to use the datasets provided and are ensuring teachers are using a wide range of evidence to make valid and reliable estimates across cohorts of candidates.
- plan to ensure PTC/PT is on track to meet deadlines outlined in “**Suggested Timelines**” attached to this Guidance as **Appendix 3**.
- maintain regular contact with their PTC/PT group throughout the period estimates are being considered, finalised and submitted to SQA.

4.7: Production of Estimates – The Role of the PTC/PT

PTC/PT should:

- read this guidance and seek clarification on any points from their identified link SLT member.
- maintain regular contact with their identified link SLT member throughout the period estimates are being considered, finalised and submitted to SQA.
- check all staff are aware of the importance of this session's estimates and provide support and guidance for all staff.
- check all staff are aware of the new bandings to be used for estimates and the SQA advice provided in this guidance.
- check all staff are aware of the need to rank order candidates and the SQA advice provided in this guidance.
- ensure all staff are aware of the wide range of evidence that can be considered when generating estimates by discussing the **"Potential Evidence Checklist"** attached to this Guidance as **Appendix 1** and agreeing which evidence should be used for each subject, including the use of any prior attainment data and standardised baseline assessment data.
- discuss with staff how to record consideration of evidence for each candidate e.g. whether completion of the **"Candidate Potential Evidence Checklist"** attached to this Guidance as **Appendix 2** would be helpful in supporting decision making and potential future "appeals" or another method of recording would be more useful. PTC/PT should liaise with identified SLT member to confirm what method of recording evidence will be used.
- agree method of recording consideration of evidence for each candidate with staff.
- discuss the data provided by the Local Authority for three-year trends for grades for subject and levels, Estimates to Actual for the last three years and National Qualification Progression Statistics for their subjects with staff.
- provide guidance to staff on the parameters for estimates for Session 2020 compared to the previous three sessions.
- agree with staff the method for rank ordering candidates within classes and across classes at each subject and level. (For example: which evidence should be used to rank order candidates with the same band in different classes).

- consider any circumstances which have a bearing on attainment at subject level e.g. changes to courses offered, verification not being accepted, changes to staffing, staff absences, etc.

PTC/PT should check all teachers have access to:

- This guidance
- The data provided by the Local Authority in relation to three-year trends for grades for subjects and levels
- The data provided by the Local Authority in relation to subjects and levels and three-year trends for Estimates to Actual
- National Qualifications Progression Statistics for National 4 – National 5, National 5 to Higher and Higher to Advanced Higher available at <https://www.sqa.org.uk/sqa/90765.html>
- Advice on how the relative “ability” of this year’s S4, S5 and S6 cohorts based on BGE CfE declarations and standardised assessment data i.e. SNSA, MidYIS, etc. should be factored into estimates

PTC/PT should:

- link closely with teachers to ensure that they have a clear understanding of how to use the datasets provided and a wide range of evidence to ensure valid and reliable estimates are being made for each candidate.
- ensure estimates for each subject meet the “**Suggested Timelines**” attached to this Guidance as **Appendix 3**.
- Where possible discuss with other Subject leads in other schools on evidence being used

4.8: Production of Estimates – The Role of the Teacher

The teacher should:

- ensure they keep up to date with all guidance provided by their SLT and PTC/PT in relation to estimates for Session 2020.
- maintain regular contact with their PTC/PT throughout the period estimates are being considered, finalised and submitted to SQA.
- ensure they understand the new bandings to be used for estimates and the SQA advice provided in this guidance.
- ensure they understand the need to rank order candidates and the SQA advice provided in this guidance.
- be aware of the wide range of evidence that can be considered when generating estimates following discussion of the “**Potential Evidence Checklist**” attached to this Guidance as **Appendix 1** with their PTC/PT.
- use a wide range of evidence when considering estimates for each individual candidate, including prior attainment, standardised baseline assessment data, National Qualifications Progression Statistics, demonstrated attainment, inferred attainment and any exceptional personal circumstances.
- use the agreed method of recording consideration of evidence for each candidate e.g. The completion of the “**Candidate Potential Evidence Checklist**” attached to this Guidance as **Appendix 2** or another method agreed with the PTC/PT.
- use the guidance on the parameters for estimates for Session 2020 compared to the previous three sessions provided by the PTC/PT.
- Follow the **steps below from SQA advice**
 - 1 Determine the grade and band as you normally do.
 - 2 Refine your judgement and place your candidates into subdivisions of the existing bands to give refined bands.
 - 3 Rank order your candidates within each refined band.
- use the agreed method for rank ordering candidates within classes and across classes at each subject and level.
- ensure estimates for each candidate are submitted to the PTC/PT to meet the “**Suggested Timelines**” attached to this Guidance as **Appendix 3**.

5.0: Estimating Grades – Guidelines for Practitioners: Section 2

5.1: Quality Assurance of Estimates – General Guidance

Due to the vital importance of estimates in Session 2020 for determining candidate outcomes, it is essential that quality assurance of estimates is considered at each level of the system.

5.2: Quality Assurance of Estimates – The Role of the Teacher

Once you have generated initial estimates for your candidates using the new bandings from SQA and rank ordered candidates using the SQA guidance and guidance from your PTC/PT, consider the questions below to support you feeling confident:

- Have I followed the guidance agreed with my PTC/PT/SLT?
- Have I used a wide range of evidence to support estimates (see Potential Evidence checklist) for each candidate?
- Have I considered inferred as well as demonstrated attainment?
- Have I considered prior attainment and standardised baseline assessment information?
- Have I checked that I am being consistent in the evidence I am using with colleagues presenting at the same level within my school?
- Have I been consistent across candidates in analysing evidence and generating estimates?
- Do my overall estimates fall within the agreed parameters for this session based on the data my PTC/PT has used from the last three years?
- If not, what evidence do I have to justify the difference? E.g. prior attainment, standardised baseline assessment data, etc.
- Are my overall estimates largely in line with National Qualification Progression Rates?
- If not, what evidence do I have to justify the difference? E.g. prior attainment, standardised baseline assessment data, etc.
- Have I been fair to all candidates when placing them in rank order?

5.3: Quality Assurance of Estimates – The Role of PTC/PT

Once you receive estimates from your teaching staff, consider the questions below and liaise with your teachers to ensure you are confident that the estimates are fair, reliable and consistent:

- Have all staff followed the agreed guidance?
- Have all staff used a wide range of evidence to support estimates (see Potential Evidence checklist) for each candidate?
- Have all staff considered inferred as well as demonstrated attainment?
- Have all staff considered prior attainment and standardised baseline assessment information?
- Are all staff across a subject being consistent in the evidence used?
- Do overall estimates fall within the agreed parameters for this session based on the data from the last three years?
- If not, what evidence do we have to justify the difference? E.g. prior attainment, standardised baseline assessment data, etc.
- Are overall estimates largely in line with National Qualification Progression Rates?
- If not, what evidence do we have to justify the difference? E.g. prior attainment, standardised baseline assessment data, etc.
- What are the estimates for the candidates in other cognate subjects?
- Is the overall ranking of candidates across the subject fair?

Once you have considered the questions above and are confident the estimates are fair, reliable and consistent liaise with your identified SLT link member and provide them with the following information:

- 1. Percentage estimates for each grade at each level in each subject and how these compare to the data in this subject in your school for the last three years, the three-year average and National Qualifications Progression Rates.**
- 2. Evidence to support any differences in this year's estimates compared to the previous three year's grade profiles and National Qualifications Progression Rates.**

SQA have advised that “each set of centre estimates for a course is signed off by at least two teachers in that subject, one of whom is the subject lead (where there is only one teacher or lecturer, or only one is available, the SQA co-ordinator or their representative, signs it off also). Consider who in each subject will complete this “sign off”.

5.4: Quality Assurance of Estimates – The Role of SLT

Once you have received candidate estimates and data on estimates compared to the last three years and National Qualification Progression Rates from PTC/PT use the questions below to ensure you are confident that the estimates are fair, reliable and consistent:

- Are the estimates for each subject in line with previous data and National Qualification Progression Rates?
- If no, what evidence has been provided to justify this?
- Does the evidence stand up to scrutiny?
- Has each subject considered previous concordance and factored into estimates?
- Has each subject considered prior attainment and standardised baseline assessment data for each candidate?
- Do subject estimates "fit" the prior profile of the candidate and their estimated performance in other subjects?

Example from SQA: Take a small sample of candidates across certain faculties, e.g. Chemistry and Biology. Do the same candidates appear in approximately similar orders?

Again, are there any anomalies in terms of the individual candidate's performance across the range of subjects they are being presented for and therefore might require further consideration?

For example: Within the science faculty, candidate A is ranked in position 1 for refined band 1 for Chemistry (estimated to be the most secure candidate in this group) but is in position 8 in refined band 13 for Biology (estimated to be the least secure in this group). Does this warrant further investigation?

- Do overall school results correlate with previous attainment results?

Once you have considered the questions above and are confident the estimates are fair, reliable and consistent the Headteacher should provide the following information to Maria Lloyd, Head of Service on the **"Request for Local Authority Consideration Checklist"** attached as **Appendix 4** to this Guidance.

1. Details of any estimates for a subject at a level which are +/- 5% the average for the grade profile in the last three years.
2. Details of the quality assurance procedures followed at subject and school level to ensure these estimates are fair, reliable and consistent.
3. Details of any circumstances that can justify the variance in estimates from previous data.

6.0: How to submit estimates

Before submitting estimates, it is important to make sure that your course entries are up to date within SEEMiS.

SQA have indicated that “during the week beginning 11 May, SQA will deliver a new service within our existing centre portal, SQA Connect. This service is designed to support centres with submitting their estimates: the band, the refined band and, within each refined band, the rank order of candidates.

For each course you will be presented with a list of candidates for which SQA has accepted entries from your centre. The display will be a real-time reflection of the entry information on our database. This will be the key input screen for the collection of the required estimate information.

It is vital that you ensure that the entry information you have provided to us is fully up to date in advance of the service opening. The software is designed to support you in the process of moving through from the original band to the refined band and in turn the rank order. You will have the opportunity to ‘save as you go’ prior to making a final submission for each course.

As with other secure services running on SQA Connect, your data input and collection should be done in line with your centre’s data security procedures.

All submissions must be with SQA by **Friday 29 May**, to ensure inclusion in the 2020 Awarding Model. A detailed User Guide will be issued in advance of the service opening.”

Potential Evidence Checklist

NB – This list provides examples; some may not be relevant for your school and /or subject and there may be other sources of evidence you wish to include in the blank boxes. Whilst it is not necessary to consider every example given, to ensure robust estimates which are reliable and valid, as much evidence and data as possible should be considered.

School	Subject	Level	PTC / PT
Type of Evidence	Evidence	Considered Yes / No	
Demonstrated Attainment	Prelim Mark		
	Coursework		
	Progress Report/Progress Grade/ Tracking Grade / Working Grade		
	Homework		
	Other Assessments		
Inferred Attainment	Consideration of likely progress to exam e.g. likelihood of completing additional past papers, attending Study Support, attending Easter Revision school, etc.		
Prior Attainment	CfE Declarations		
	Performance in SNSA		
	MidYIS / Baseline and Other Standardised Assessments		

	Previous Qualifications in Subject	
	Previous Qualifications in Cognate Subjects	
Candidate Circumstance	Attendance	
	Exceptional Personal Circumstance	
	Assessment Arrangements	
National Progression Rates	National Progression Rates	
Three-year trend in grades	Three-year trend in grades	
Three-year trend in Estimates to Actual	Three-year trend in Estimates to Actual	
Estimates in cognate subjects	Estimates in cognate subjects	

Candidate Potential Evidence Checklist

NB – This list provides examples; some may not be relevant for your school and /or subject and there may be other sources of evidence you wish to include in the blank boxes. Whilst it is not necessary to consider every example given, to ensure robust estimates which are reliable and valid, as much evidence and data as possible should be considered.

School Subject Level Candidate
Teacher PTC/PT

Type of Evidence	Evidence	Considered Yes / No
Demonstrated Attainment	Prelim Mark	
	Coursework	
	Progress Report/Progress Grade/ Tracking Grade / Working Grade	
	Homework	
	Other Assessments	
Inferred Attainment	Consideration of likely progress to exam e.g. likelihood of completing additional past papers, attending Study Support, attending Easter Revision school, etc.	
Prior Attainment	CfE Declarations	
	Performance in SNSA	

	MidYIS / Baseline and Other Standardised Assessments	
	Previous Qualifications in Subject	
	Previous Qualifications in Cognate Subjects	
Candidate Circumstance	Attendance	
	Exceptional Personal Circumstance	
	Assessment Arrangements	
National Progression Rates	National Progression Rates	
Three-year trend in grades	Three-year trend in grades	
Three-year trend in Estimates to Actual	Three-year trend in Estimates to Actual	
Estimates in cognate subjects	Estimates in cognate subjects	

Suggested Timelines

Week Beginning	Suggested Deadlines	Person(s) responsible
Monday 20 th April 2020	Monday 20th April – provide guidance on production of estimates. Monday 20th April – provide schools with Groupcall message for parents/carers. Tuesday 21st April - provide schools with “Fife Guidance on SQA Qualifications and Estimates for Candidates 2020”. Tuesday 21st April - provide schools with data. Thursday 23rd April – discuss guidance and datasets with Secondary Headteachers. Friday 24th April - issue “Fife Guidance on SQA Qualifications for Candidates 2020”, datasets, National Qualifications Progression Statistics for National 4 – National 5, National 5 to Higher and Higher to Advanced Higher available at https://www.sqa.org.uk/sqa/90765.html and school advice regarding processes and timelines to all PTC /PT and teachers.	SQA Maria Lloyd Lynn Porter Stuart Booker Secondary Headteachers’ Collaborative Headteachers

	Consider cohort data trends in the Power BI Attainment Report for October 2019.	School SLT
Monday 27 th April 2020	Ensure teachers have read and understand “Fife Guidance on SQA Qualifications and Estimates for Candidates 2020” Discuss expectations regarding estimates, banding and rank order of candidates with staff. SQA online course on bands and ranking available Ensure teachers have access to data on three-year trends and National Qualification Progression Rates for their subject(s) Thursday 30th April - Teacher estimates and rank order to PTC/PT.	PTC/PT PTC/PT SQA PTC/PT Teachers
Monday 4 th May 2020	Monday 4th May - candidates estimated at a band 9 are also entered for National 4 where there is evidence to support qualification. Thursday 7th May - Subject estimates submitted to SLT by PTC/PT. SQA provide data to schools	PTC/PT School SLT PTC/PT SQA
Monday 11 th May	Friday 15th May - Requests for Local	Headteachers

2020	Authority Consideration submitted to Maria Lloyd. SQA Connect available for entry of refined bands and rank ordering of candidates	SQA
Monday 18 th May 2020	Friday 22nd May - all unit passes submitted to SQA. Friday 22nd May - return of all Requests for Local Authority Consideration to schools.	SLT Maria Lloyd
Monday 25 th May 2020	Friday 29th May - all estimates submitted to SQA.	SLT
Monday 3 rd August 2020	Tuesday 4th August – candidates receive results	SQA
To be confirmed	Free appeals service	SQA

Request for Local Authority Consideration Checklist

School

Subject and Level

Headteacher submits to Maria Lloyd, Head of Service

Detail of how estimates compare to average for the grade profile in the last three years.	
Details of the quality assurance procedures followed at subject and school level to ensure these estimates are fair, reliable and consistent.	
Details of any circumstances that can justify the variance in estimates from previous data.	

Appendix 2 – List of local schools and link to where Standards and Quality Reports and School Recovery Plans can be accessed.

Schools By Cluster

Bell Baxter High School
Castlehill Primary School
Craigrothie Primary School
Dunbog Primary School
Freuchie Primary School
Ladybank Primary School
Newburgh primary School
Springfiel Primary School
Strathmiglo Primary School

Balmullo Primary School
Ceres Primary School
Dairsie Primary School
Falkland Primary School
Kettle Primary School
Letham Primary School
Pitlessie Primary School
St Columba's RC Primary School

Madras College
Canongate Primary School
Guardbridge Primary School
Largoward primary School
Leuchars Primary school
Strathkinness Primary School
Wormit Primary School

Balmerino Primary School
Greyfriars RC Primary School
Kingsbarns primary School
Lawhead Primary School
Newport Primary School
Tayport primary School

St Andrew's RC High School
St Marie's RC Primary School
St Patrick's RC Primary School

St Agatha's RC Primary School
St Ninian's RC Primary School
St Paul's RC Primary School

Waid Academy
Colinsburgh Primary School
Elie Primary School
Pittenweem Primary School

Anstruther Primary School
Crail Primary School
Kirkton of Largo Primary School
St Monans Primary School

Links – these are being made available as soon as possible.

Standards and Quality Reports - <https://www.fife.gov.uk/education/standards-and-quality-reports>

Recovery/Improvement Plans - <https://www.fife.gov.uk/education/recovery-improvement-plans>



Education & Children's Services
Improving life chances for all



Whole School Social Context and Attainment and Achievement Report

Session 2019-20

Bell Baxter High School



School

Bell Baxter High School

School Context

School Roll - from the September 2019/20 census.

School Roll			
Year	Female	Male	Total
2019/20	674	726	1400

DAS Roll							
Year	S1	S2	S3	S4	S5	S6	Total
2019/20	5	4	7	2	3	4	25

Estate		
Year	Capacity	Capacity %
2019/20	1821	76.88

Percentage of pupils with FMR

The table below displays the proportion of pupils on the school roll who are registered for free school meals (FMR). Data taken from the annual Healthy Living Survey 2019.

Bell Baxter High School				
2015/16	2016/17	2017/18	2018/19	2019/20
9.20	9.60	8.40	8.70	9.60

Fife				
2015/16	2016/17	2017/18	2018/19	2019/20
16.30	17.00	16.40	16.40	17.10

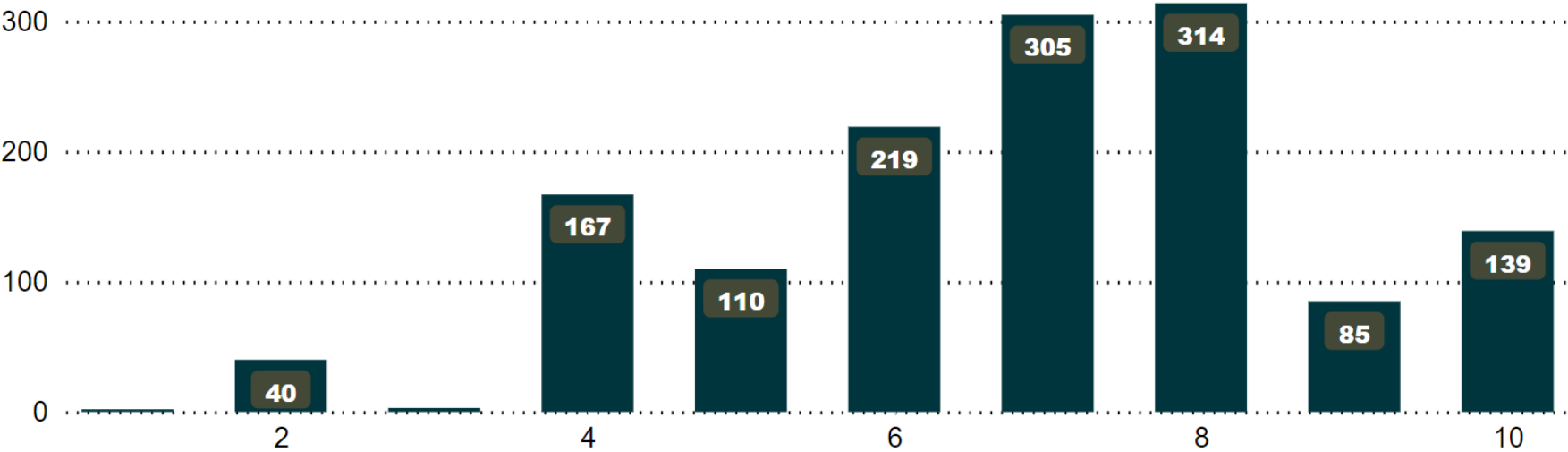
National			
2015/16	2016/17	2017/18	2018/19
14.20	14.10	14.40	15.00

School

Bell Baxter High School

SIMD

Number of Pupils per SIMD Decile (2019/20)



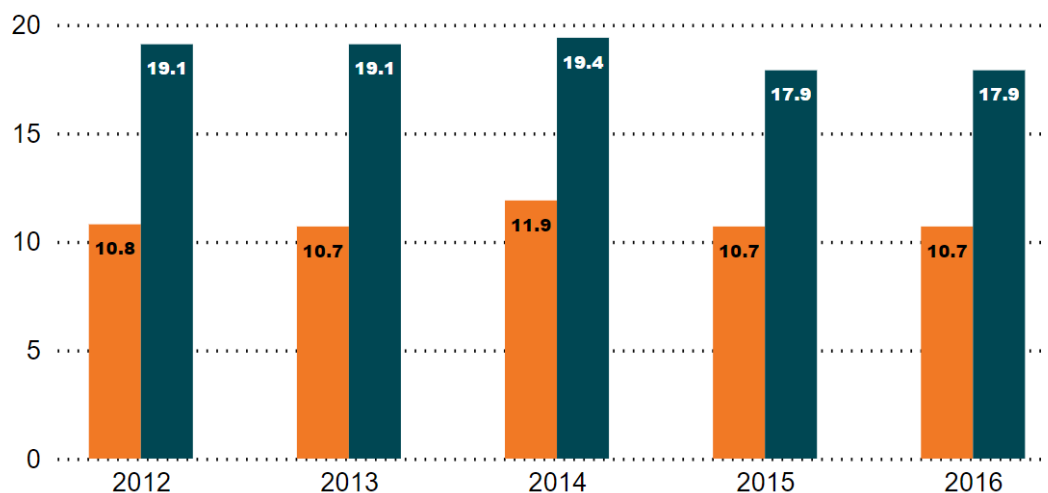
SIMD

Year	1	2	3	4	5	6	7	8	9	10	Total
2019/20	2	40	3	167	110	219	305	314	85	139	1384

School

Bell Baxter High School

Poverty Percentage - Percentage of children (under 16) in poverty



Year	School Poverty Rate %	Fife Poverty Rate %
2012	10.8	19.1
2013	10.7	19.1
2014	11.9	19.4
2015	10.7	17.9
2016	10.7	17.9

Staying on Rates

S5 staying on rates represent the proportion of the prior year's S4 roll who were on the S5 roll in September.

S6 staying on rates represent the proportion of the prior year's S5 roll who were on the S6 roll in September.

School

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	81	85	76	79	77

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	77	74	70	64	61

Fife

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	84	84	84	86	85

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	67	70	66	67	63

School

Bell Baxter High School

Attendance & Exclusions

The following attendance and exclusion figures have been taken from the annual Attendance, Absence and Exclusions (AAE) return.

<u>Attendance and Absences percentages</u>	Bell Baxter High School					Fife					National	
	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20	2014/15	2016/17
Attendance %	91.85	90.70	91.03	92.07	90.68	91.61	90.69	90.26	90.17	88.84	88.50	91.20
Authorised Absence %	5.44	5.29	5.43	4.52	5.14	5.83	5.60	5.87	5.74	6.30	5.30	5.30
Unauthorised Absence %	2.68	3.97	3.52	3.39	4.17	2.51	3.66	3.82	4.05	4.82	2.80	3.40
<u>Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	34	37	19	16	7	47	42	40	30	21	50	48
Days Excluded per 1000 pupils	69	79	37	28	9	98	97	88	69	41	119	109
<u>LAC Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	3	1	1	1	0	5	3	3	2	3		
Days Excluded per 1000 pupils	9	2	1	3	0	10	6	7	4	6		

School

Bell Baxter High School

Level of English & Additional Support Needs

The following information is taken from the September 2019 Pupil Census return. The tables show every pupil's level of English and any additional support needs recorded for all pupils on the school roll.

Level of English	No. of Pupils
New to English	5
Early Acquisition	
Developing Competence	
Competent	
Fluent	10
English as a "first language"	1376
Limited Communication	0
Not Assessed	0

Student Need Category	No. of Pupils with Need
Autistic spectrum disorder	35
Bereavement	0
Communication Support Needs	
Deafblind	0
Dyslexia	172

Student Need Category	No. of Pupils with Need
English as an additional language	16
Family issues	9
Hearing impairment	8
Interrupted learning	
Language or speech disorder	10
Learning disability	24
Looked after	23
Mental health problems	
More able pupil	37
Other	56
Other moderate learning difficulty	43
Other specific learning difficulty (e.g. numeric)	43
Physical health problem	24
Physical or motor impairment	13
Risk of exclusion	
Social, emotional and behavioural difficulty	77
Substance misuse	0
Visual impairment	6
Young carer	6

Key

 Data has been suppressed due to small numbers

School

Bell Baxter High School

Initial Leaver Destinations

No. of Leavers

2016/17	2017/18	2018/19
293	290	278

2016/17	2017/18	2018/19
3761	3532	3635

2016/17	2017/18	2018/19
51300	49748	49760

Bell Baxter High School %			
	2016/17	2017/18	2018/19
Positive %	93.9	95.2	95.0
Higher Education %	37.5	41.4	38.1
Further Education %	27.6	30.0	32.0
Training %	1.4	0.7	1.1
Employment %	24.9	20.7	23.4
Activity Agreements %	1.4	2.4	
Unemployed %	5.8	4.5	4.7
Unemployed Seeking %	4.4	3.4	3.6
Unemployed Not Seeking %	1.4	1.0	1.1
Unknown %	0.3	0.3	0.4

Fife %				
Category	2016/17	2017/18	2018/19	
▲ Positive	93.0	92.8	94.4	
Higher Education	35.0	36.5	37.1	
Further Education	33.9	32.9	33.2	
Training	1.9	2.0	3.7	
Employment	19.3	18.4	19.6	
Activity Agreements	1.8	2.0	0.0	
Unemployed	6.5	6.5	5.2	
Unemployed Seeking	5.2	5.0	3.7	
Unemployed Not Seeking	1.3	1.6	1.5	
Unknown	0.5	0.6	0.4	

National %				
Category	2016/17	2017/18	2018/19	
▲ Positive	93.9	94.6	95.0	
Higher Education	40.7	41.1	40.3	
Further Education	26.8	26.5	27.3	
Training	2.2	1.9	3.5	
Employment	22.0	22.7	22.9	
Activity Agreements	1.2	1.2	0.0	
Unemployed	5.8	5.0	4.5	
Unemployed Seeking	4.4	3.7	3.1	
Unemployed Not Seeking	1.4	1.3	1.4	
Unknown	0.4	0.4	0.4	

School

Bell Baxter High School

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Initial Leaver Destinations

No. of Leavers

	2016/17	2017/18	2018/19
	293	290	278

	2016/17	2017/18	2018/19
	10031	9824	9920

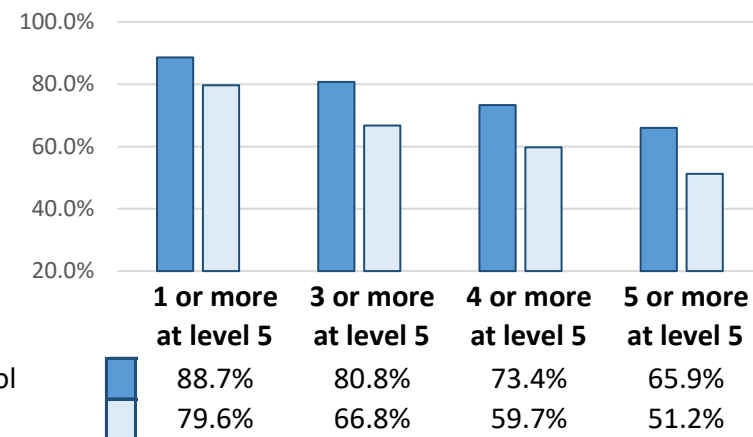
Bell Baxter High School %			
	2016/17	2017/18	2018/19
Positive %	93.9	95.2	95.0
Higher Education %	37.5	41.4	38.1
Further Education %	27.6	30.0	32.0
Training %	1.4	0.7	1.1
Employment %	24.9	20.7	23.4
Activity Agreements %	1.4	2.4	
Unemployed %	5.8	4.5	4.7
Unemployed Seeking %	4.4	3.4	3.6
Unemployed Not Seeking %	1.4	1.0	1.1
Unknown %	0.3	0.3	0.4

South East Collaborative %				
Category	2016/17	2017/18	2018/19	
▲ Positive	93.3	93.9	94.9	
Higher Education	38.0	38.6	38.6	
Further Education	29.0	27.4	28.2	
Training	2.1	2.1	3.0	
Employment	21.9	23.6	24.0	
Activity Agreements	1.7	1.5	0.0	
Unemployed	6.5	5.8	4.9	
Unemployed Seeking	5.0	4.4	3.3	
Unemployed Not Seeking	1.5	1.4	1.5	
Unknown	0.3	0.3	0.5	

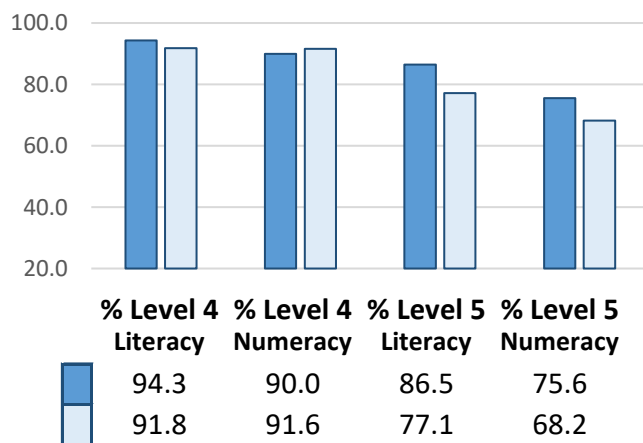
Bell Baxter High School

Attainment of school leavers in 2019/20

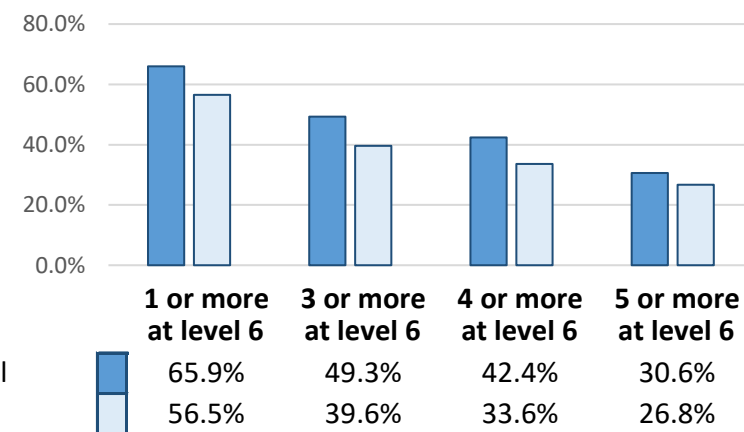
SCQF level 5 (Grade A-C pass)



Literacy & Numeracy of school leavers in 2019/20



SCQF level 6 (Grade A-C pass)





Education & Children's Services
Improving life chances for all



Whole School Social Context and Attainment and Achievement Report

Session 2019-20

Madras College



School

Madras College

▼

School Context

School Roll - from the September 2019/20 census.

School Roll				DAS Roll								Estate		
Year	Female	Male	Total	Year	S1	S2	S3	S4	S5	S6	Total	Year	Capacity	Capacity %
▲ 2019/20	643	646	1289	▲ 2019/20	0	4	10	3	3	0	20	▲ 2019/20	1906	67.63

Percentage of pupils with FMR

The table below displays the proportion of pupils on the school roll who are registered for free school meals (FMR). Data taken from the annual Healthy Living Survey 2019.

Madras College					Fife					National			
2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19
8.20	8.80	8.50	8.50	9.00	16.30	17.00	16.40	16.40	17.10	14.20	14.10	14.40	15.00

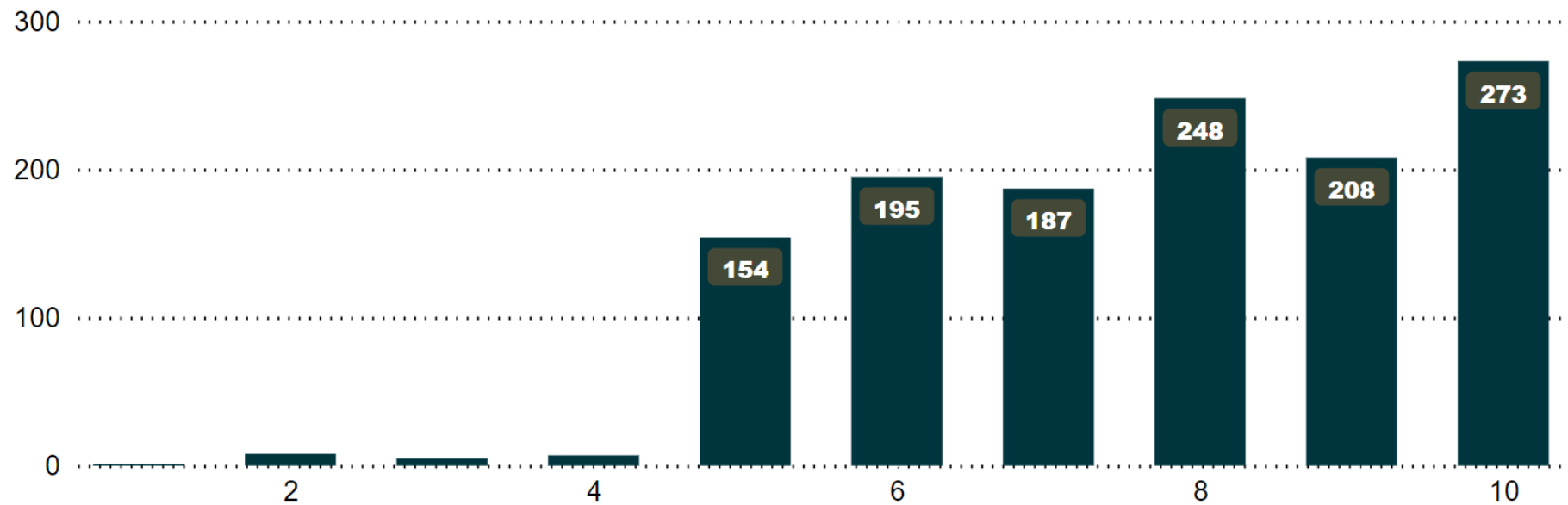
School

Madras College



SIMD

Number of Pupils per SIMD Decile (2019/20)



SIMD

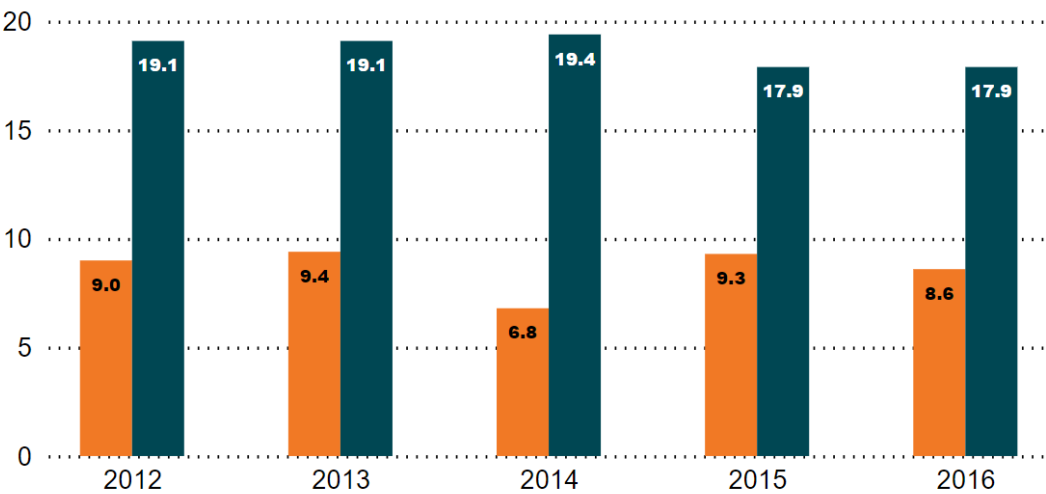
Year	1	2	3	4	5	6	7	8	9	10	Total
2019/20	1	8	5	7	154	195	187	248	208	273	1286

School

Madras College

▼

Poverty Percentage - Percentage of children (under 16) in poverty



School

Fife

Year	School Poverty Rate %	Fife Poverty Rate %
2012	9.0	19.1
2013	9.4	19.1
2014	6.8	19.4
2015	9.3	17.9
2016	8.6	17.9

Staying on Rates

S5 staying on rates represent the proportion of the prior year's S4 roll who were on the S5 roll in September.

S6 staying on rates represent the proportion of the prior year's S5 roll who were on the S6 roll in September.

School

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	94	94	89	95	91

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	74	82	77	77	73

Fife

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	84	84	84	86	85

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	67	70	66	67	63

School

Madras College

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Attendance & Exclusions

The following attendance and exclusion figures have been taken from the annual Attendance, Absence and Exclusions (AAE) return.

<u>Attendance and Absences percentages</u>	Madras College					Fife					National	
	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20	2014/15	2016/17
Attendance %	92.80	92.25	91.62	90.19	89.75	91.61	90.69	90.26	90.17	88.84	88.50	91.20
Authorised Absence %	5.63	5.88	6.41	6.78	6.19	5.83	5.60	5.87	5.74	6.30	5.30	5.30
Unauthorised Absence %	1.55	1.85	1.95	3.01	4.05	2.51	3.66	3.82	4.05	4.82	2.80	3.40
<u>Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	23	16	13	7	3	47	42	40	30	21	50	48
Days Excluded per 1000 pupils	35	36	32	16	6	98	97	88	69	41	119	109
<u>LAC Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	3	1	1	0	1	5	3	3	2	3		
Days Excluded per 1000 pupils	6	3	1	0	1	10	6	7	4	6		

School

Madras College

▼

Level of English & Additional Support Needs

The following information is taken from the September 2019 Pupil Census return. The tables show every pupil's level of English and any additional support needs recorded for all pupils on the school roll.

Level of English	No. of Pupils
New to English	
Early Acquisition	
Developing Competence	11
Competent	30
Fluent	28
English as a "first language"	1214
Limited Communication	0
Not Assessed	

Student Need Category	No. of Pupils with Need
Autistic spectrum disorder	14
Bereavement	
Communication Support Needs	
Deafblind	
Dyslexia	56

Student Need Category	No. of Pupils with Need
English as an additional language	17
Family issues	6
Hearing impairment	6
Interrupted learning	6
Language or speech disorder	7
Learning disability	20
Looked after	17
Mental health problems	
More able pupil	7
Other	19
Other moderate learning difficulty	32
Other specific learning difficulty (e.g. numeric)	22
Physical health problem	9
Physical or motor impairment	6
Risk of exclusion	
Social, emotional and behavioural difficulty	58
Substance misuse	0
Visual impairment	5
Young carer	11

Key

Data has been suppressed due to small numbers

School

Madras College

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Initial Leaver Destinations

	2016/17	2017/18	2018/19
No. of Leavers	245	230	225
Madras College %			
	2016/17	2017/18	2018/19
Positive %	95.1	93.9	96.0
Higher Education %	48.2	50.4	54.7
Further Education %	26.5	26.1	23.1
Training %	0.8		1.3
Employment %	18.4	13.9	14.2
Activity Agreements %	0.8	2.2	
Unemployed %	4.5	4.8	3.6
Unemployed Seeking %	2.4	3.9	1.3
Unemployed Not Seeking %	2.0	0.9	2.2
Unknown %	0.4	1.3	

	2016/17	2017/18	2018/19
	3761	3532	3635
Fife %			
▲ Category	2016/17	2017/18	2018/19
Positive	93.0	92.8	94.4
Higher Education	35.0	36.5	37.1
Further Education	33.9	32.9	33.2
Training	1.9	2.0	3.7
Employment	19.3	18.4	19.6
Activity Agreements	1.8	2.0	0.0
Unemployed	6.5	6.5	5.2
Unemployed Seeking	5.2	5.0	3.7
Unemployed Not Seeking	1.3	1.6	1.5
Unknown	0.5	0.6	0.4

	2016/17	2017/18	2018/19
	51300	49748	49760
National %			
▲ Category	2016/17	2017/18	2018/19
Positive	93.9	94.6	95.0
Higher Education	40.7	41.1	40.3
Further Education	26.8	26.5	27.3
Training	2.2	1.9	3.5
Employment	22.0	22.7	22.9
Activity Agreements	1.2	1.2	0.0
Unemployed	5.8	5.0	4.5
Unemployed Seeking	4.4	3.7	3.1
Unemployed Not Seeking	1.4	1.3	1.4
Unknown	0.4	0.4	0.4

School

Madras College

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Initial Leaver Destinations

2016/17 2017/18 2018/19

No. of Leavers 245 230 225

Madras College %			
	2016/17	2017/18	2018/19
Positive %	95.1	93.9	96.0
Higher Education %	48.2	50.4	54.7
Further Education %	26.5	26.1	23.1
Training %	0.8		1.3
Employment %	18.4	13.9	14.2
Activity Agreements %	0.8	2.2	
Unemployed %	4.5	4.8	3.6
Unemployed Seeking %	2.4	3.9	1.3
Unemployed Not Seeking %	2.0	0.9	2.2
Unknown %	0.4	1.3	

2016/17 2017/18 2018/19

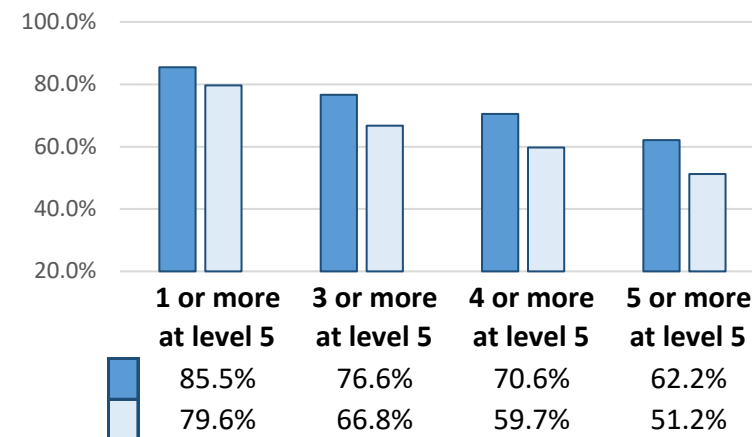
10031 9824 9920

South East Collaborative %			
Category	2016/17	2017/18	2018/19
▲			
Positive	93.3	93.9	94.9
Higher Education	38.0	38.6	38.6
Further Education	29.0	27.4	28.2
Training	2.1	2.1	3.0
Employment	21.9	23.6	24.0
Activity Agreements	1.7	1.5	0.0
Unemployed	6.5	5.8	4.9
Unemployed Seeking	5.0	4.4	3.3
Unemployed Not Seeking	1.5	1.4	1.5
Unknown	0.3	0.3	0.5

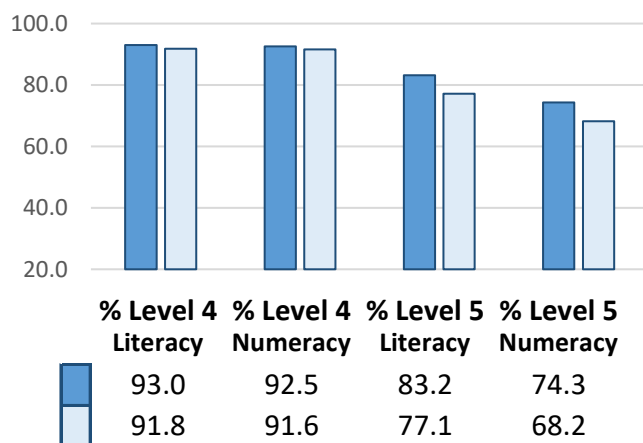
Madras College

Attainment of school leavers in 2019/20

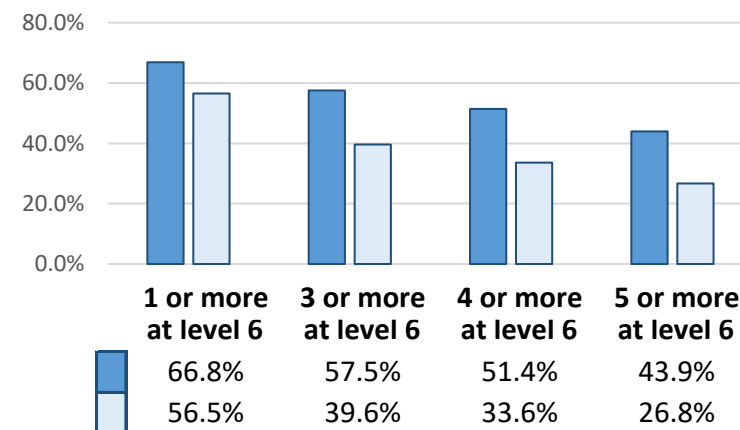
SCQF level 5 (Grade A-C pass)



Literacy & Numeracy of school leavers in 2019/20



SCQF level 6 (Grade A-C pass)



Madras College
Fife

Madras College
Fife



Whole School Social Context and Attainment and Achievement Report

Session 2019-20

St Andrew's R C High School



School

St Andrew's R C High School

School Context

School Roll - from the September 2019/20 census.

School Roll			
Year	Female	Male	Total
2019/20	402	375	777

DAS Roll								
Year	S1	S2	S3	S4	S5	S6	Total	
2019/20	0	0	0	0	0	0	0	

Estate		
Year	Capacity	Capacity %
2019/20	1137	68.34

Percentage of pupils with FMR

The table below displays the proportion of pupils on the school roll who are registered for free school meals (FMR). Data taken from the annual Healthy Living Survey 2019.

St Andrew's R C High School				
2015/16	2016/17	2017/18	2018/19	2019/20
17.50	16.90	19.90	17.70	19.20

Fife				
2015/16	2016/17	2017/18	2018/19	2019/20
16.30	17.00	16.40	16.40	17.10

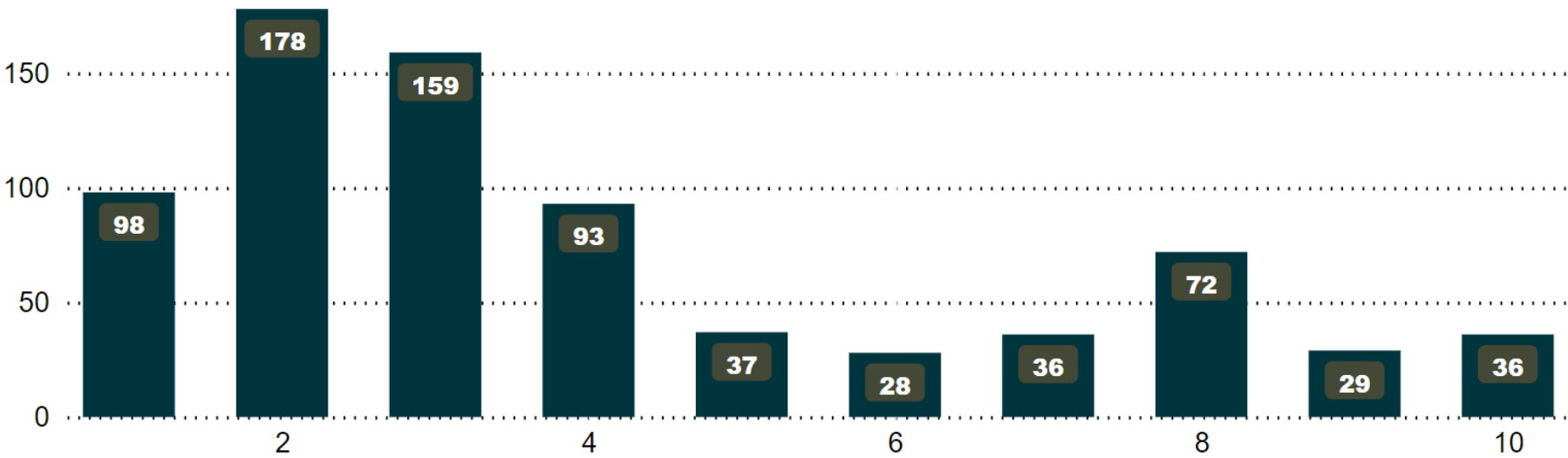
National			
2015/16	2016/17	2017/18	2018/19
14.20	14.10	14.40	15.00

School

St Andrew's R C High School

SIMD

Number of Pupils per SIMD Decile (2019/20)



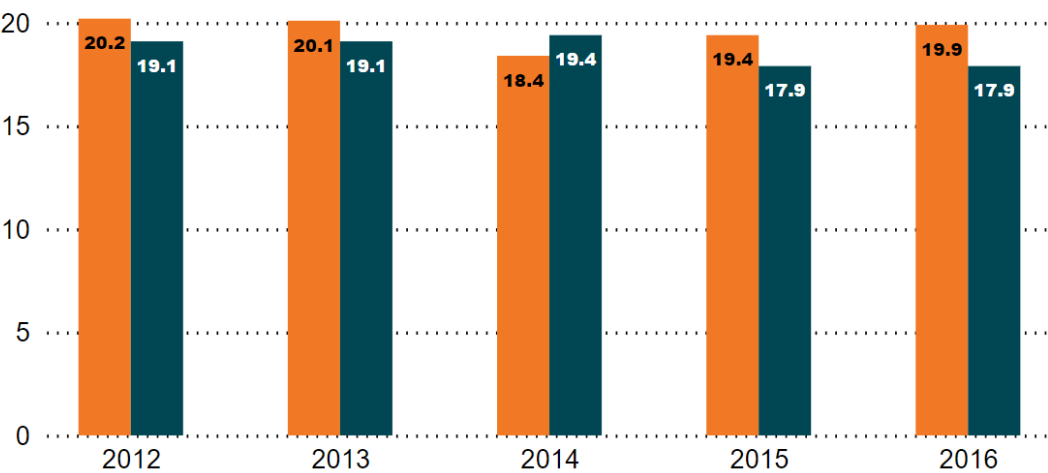
SIMD

Year	1	2	3	4	5	6	7	8	9	10	Total
2019/20	98	178	159	93	37	28	36	72	29	36	766

School

St Andrew's R C High School

Poverty Percentage - Percentage of children (under 16) in poverty



Year	School Poverty Rate %	Fife Poverty Rate %
2012	20.2	19.1
2013	20.1	19.1
2014	18.4	19.4
2015	19.4	17.9
2016	19.9	17.9

Staying on Rates

S5 staying on rates represent the proportion of the prior year's S4 roll who were on the S5 roll in September.
 S6 staying on rates represent the proportion of the prior year's S5 roll who were on the S6 roll in September.

School

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	79	85	83	83	77

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	60	70	61	70	68

Fife

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	84	84	84	86	85

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	67	70	66	67	63

School

St Andrew's R C High School

Attendance & Exclusions

The following attendance and exclusion figures have been taken from the annual Attendance, Absence and Exclusions (AAE) return.

<u>Attendance and Absences percentages</u>	St Andrew's R C High School					Fife					National	
	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20	2014/15	2016/17
Attendance %	90.41	89.54	88.04	88.00	85.41	91.61	90.69	90.26	90.17	88.84	88.50	91.20
Authorised Absence %	7.63	5.86	6.75	5.55	7.21	5.83	5.60	5.87	5.74	6.30	5.30	5.30
Unauthorised Absence %	1.95	4.57	5.10	6.40	7.29	2.51	3.66	3.82	4.05	4.82	2.80	3.40
<u>Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	7	18	62	33	35	47	42	40	30	21	50	48
Days Excluded per 1000 pupils	18	48	184	88	104	98	97	88	69	41	119	109
<u>LAC Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	4	4	8	1	13	5	3	3	2	3		
Days Excluded per 1000 pupils	8	12	25	4	38	10	6	7	4	6		

School

St Andrew's R C High School

Level of English & Additional Support Needs

The following information is taken from the September 2019 Pupil Census return. The tables show every pupil's level of English and any additional support needs recorded for all pupils on the school roll.

Level of English	No. of Pupils
New to English	0
Early Acquisition	
Developing Competence	5
Competent	26
Fluent	71
English as a "first language"	670
Limited Communication	0
Not Assessed	

Student Need Category	No. of Pupils with Need
Autistic spectrum disorder	19
Bereavement	
Communication Support Needs	
Deafblind	0
Dyslexia	65

Student Need Category	No. of Pupils with Need
English as an additional language	107
Family issues	25
Hearing impairment	5
Interrupted learning	150
Language or speech disorder	15
Learning disability	
Looked after	22
Mental health problems	6
More able pupil	
Other	
Other moderate learning difficulty	19
Other specific learning difficulty (e.g. numeric)	44
Physical health problem	25
Physical or motor impairment	5
Risk of exclusion	17
Social, emotional and behavioural difficulty	115
Substance misuse	0
Visual impairment	8
Young carer	32

Key



Data has been suppressed due to small numbers

School

St Andrew's R C High School

▼

Initial Leaver Destinations

No. of Leavers

2016/17	2017/18	2018/19
157	149	163

2016/17	2017/18	2018/19
3761	3532	3635

2016/17	2017/18	2018/19
51300	49748	49760

St Andrew's R C High School %			
	2016/17	2017/18	2018/19
Positive %	96.2	92.6	92.0
Higher Education %	36.9	51.0	35.6
Further Education %	40.8	30.9	34.4
Training %	2.5	0.7	2.5
Employment %	14.6	8.1	18.4
Activity Agreements %	1.3	1.3	
Unemployed %	3.8	6.7	6.7
Unemployed Seeking %	3.8	6.0	5.5
Unemployed Not Seeking %		0.7	1.2
Unknown %		0.7	

Fife %				
Category	2016/17	2017/18	2018/19	
▲ Positive	93.0	92.8	94.4	
Higher Education	35.0	36.5	37.1	
Further Education	33.9	32.9	33.2	
Training	1.9	2.0	3.7	
Employment	19.3	18.4	19.6	
Activity Agreements	1.8	2.0	0.0	
Unemployed	6.5	6.5	5.2	
Unemployed Seeking	5.2	5.0	3.7	
Unemployed Not Seeking	1.3	1.6	1.5	
Unknown	0.5	0.6	0.4	

National %				
Category	2016/17	2017/18	2018/19	
▲ Positive	93.9	94.6	95.0	
Higher Education	40.7	41.1	40.3	
Further Education	26.8	26.5	27.3	
Training	2.2	1.9	3.5	
Employment	22.0	22.7	22.9	
Activity Agreements	1.2	1.2	0.0	
Unemployed	5.8	5.0	4.5	
Unemployed Seeking	4.4	3.7	3.1	
Unemployed Not Seeking	1.4	1.3	1.4	
Unknown	0.4	0.4	0.4	

School

St Andrew's R C High School

Initial Leaver Destinations

No. of Leavers

2016/17	2017/18	2018/19
157	149	163

2016/17	2017/18	2018/19
10031	9824	9920

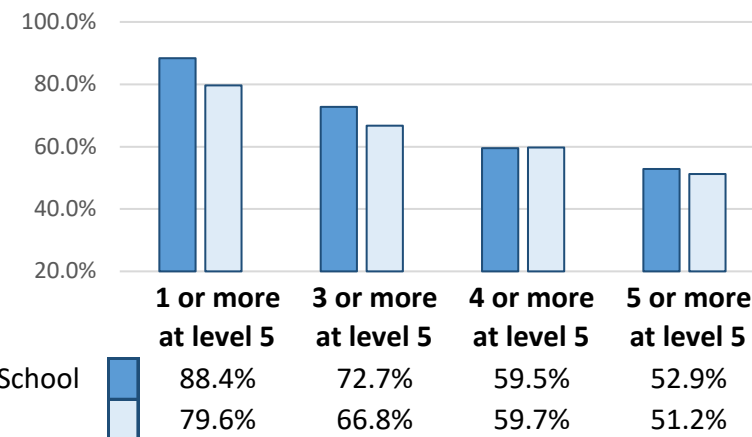
St Andrew's R C High School %			
	2016/17	2017/18	2018/19
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Unemployed Seeking %	3.8	6.0	5.5
Unemployed Not Seeking %		0.7	1.2
Unknown %		0.7	

South East Collaborative %			
Category	2016/17	2017/18	2018/19
▲ Positive	93.3	93.9	94.9
Higher Education	38.0	38.6	38.6
Further Education	29.0	27.4	28.2
Training	2.1	2.1	3.0
Employment	21.9	23.6	24.0
Activity Agreements	1.7	1.5	0.0
Unemployed	6.5	5.8	4.9
Unemployed Seeking	5.0	4.4	3.3
Unemployed Not Seeking	1.5	1.4	1.5
Unknown	0.3	0.3	0.5

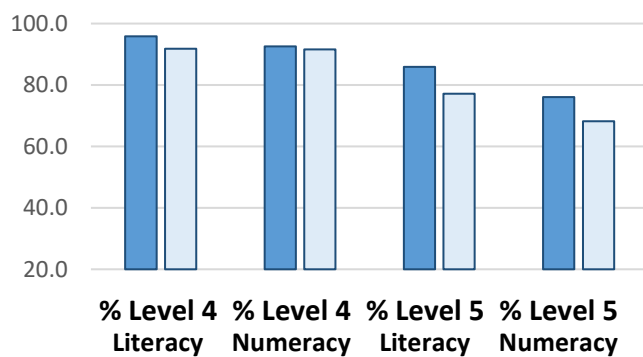
St Andrew's R C High School

Attainment of school leavers in 2019/20

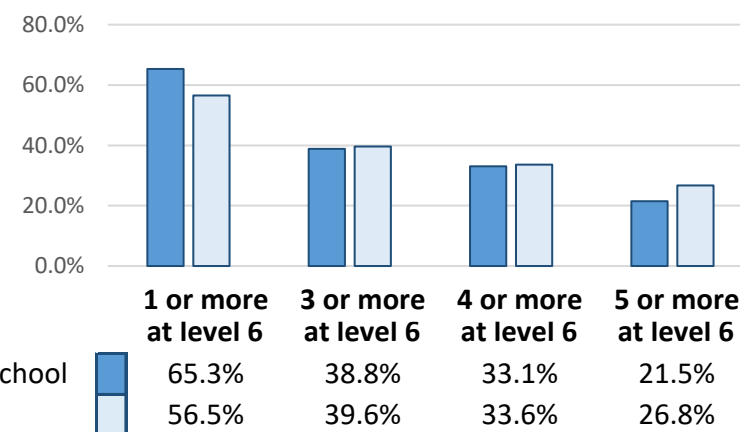
SCQF level 5 (Grade A-C pass)



Literacy & Numeracy of school leavers in 2019/20



SCQF level 6 (Grade A-C pass)



St Andrew's R C High School
Fife

St Andrew's R C High School
Fife



Whole School Social Context and Attainment and Achievement Report

Session 2019-20

Waid Academy



School

Waid Academy

School Context

School Roll - from the September 2019/20 census.

School Roll			
Year	Female	Male	Total
2019/20	350	362	712

DAS Roll								
Year	S1	S2	S3	S4	S5	S6	Total	
2019/20	5	3	2	3	0	0	13	

Estate		
Year	Capacity	Capacity %
2019/20	800	89.00

Percentage of pupils with FMR

The table below displays the proportion of pupils on the school roll who are registered for free school meals (FMR). Data taken from the annual Healthy Living Survey 2019.

Waid Academy				
2015/16	2016/17	2017/18	2018/19	2019/20
10.30	10.80	12.10	10.20	10.90

Fife				
2015/16	2016/17	2017/18	2018/19	2019/20
16.30	17.00	16.40	16.40	17.10

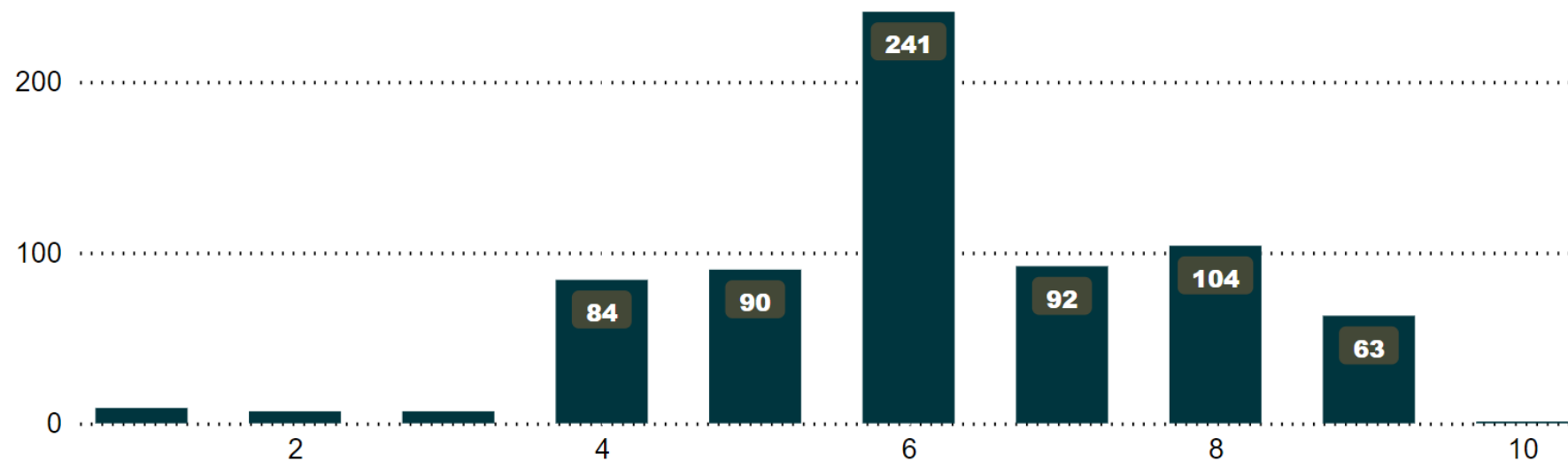
National			
2015/16	2016/17	2017/18	2018/19
14.20	14.10	14.40	15.00

School

Waid Academy

SIMD

Number of Pupils per SIMD Decile (2019/20)



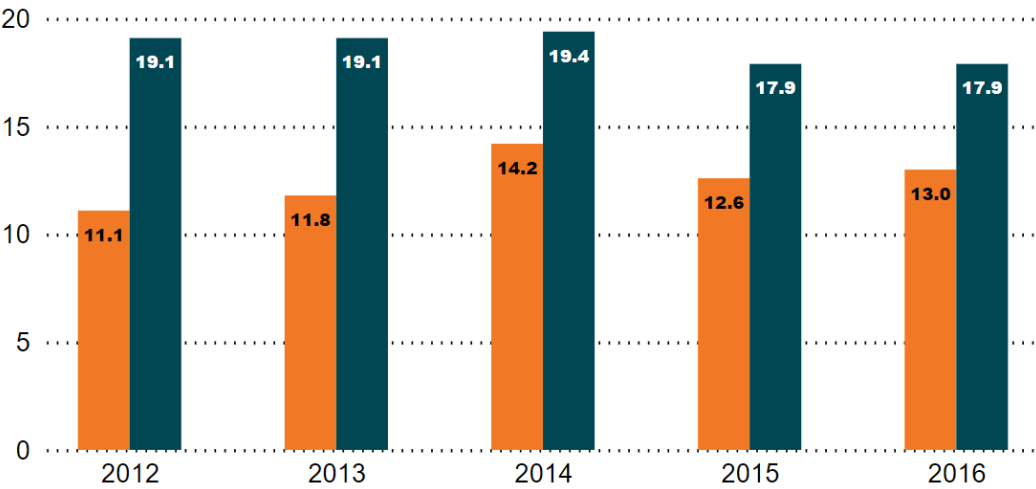
SIMD

Year	1	2	3	4	5	6	7	8	9	10	Total
2019/20	9	7	7	84	90	241	92	104	63	1	698

School

Waid Academy

Poverty Percentage - Percentage of children (under 16) in poverty



Year	School Poverty Rate %	Fife Poverty Rate %
2012	11.1	19.1
2013	11.8	19.1
2014	14.2	19.4
2015	12.6	17.9
2016	13.0	17.9

Staying on Rates

S5 staying on rates represent the proportion of the prior year's S4 roll who were on the S5 roll in September.

S6 staying on rates represent the proportion of the prior year's S5 roll who were on the S6 roll in September.

School					
Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	89	96	97	91	97

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	84	81	79	73	75

Fife					
Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S5	84	84	84	86	85

Stage	2015/16	2016/17	2017/18	2018/19	2019/20
S6	67	70	66	67	63

School

Waid Academy

Attendance & Exclusions

The following attendance and exclusion figures have been taken from the annual Attendance, Absence and Exclusions (AAE) return.

<u>Attendance and Absences percentages</u>	Waid Academy					Fife					National	
	2015/16	2016/17	2017/18	2018/19	2019/20	2015/16	2016/17	2017/18	2018/19	2019/20	2014/15	2016/17
Attendance %	92.99	93.93	93.23	92.88	91.81	91.61	90.69	90.26	90.17	88.84	88.50	91.20
Authorised Absence %	4.47	3.93	4.09	4.04	5.11	5.83	5.60	5.87	5.74	6.30	5.30	5.30
Unauthorised Absence %	2.54	2.15	2.68	3.07	3.08	2.51	3.66	3.82	4.05	4.82	2.80	3.40
<u>Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	0	0	0	0	0	47	42	40	30	21	50	48
Days Excluded per 1000 pupils	0	0	0	0	0	98	97	88	69	41	119	109
<u>LAC Temporary Exclusions</u>												
Number of Exclusions per 1000 pupils	0	0	0	0	0	5	3	3	2	3		
Days Excluded per 1000 pupils	0	0	0	0	0	10	6	7	4	6		

School

Waid Academy

Level of English & Additional Support Needs

The following information is taken from the September 2019 Pupil Census return. The tables show every pupil's level of English and any additional support needs recorded for all pupils on the school roll.

Level of English	No. of Pupils
New to English	0
Early Acquisition	
Developing Competence	
Competent	0
Fluent	
English as a "first language"	708
Limited Communication	0
Not Assessed	0

Student Need Category	No. of Pupils with Need
Autistic spectrum disorder	35
Bereavement	
Communication Support Needs	0
Deafblind	0
Dyslexia	55

Key

 Data has been suppressed due to small numbers

Student Need Category	No. of Pupils with Need
English as an additional language	
Family issues	10
Hearing impairment	
Interrupted learning	
Language or speech disorder	7
Learning disability	6
Looked after	17
Mental health problems	40
More able pupil	0
Other	
Other moderate learning difficulty	88
Other specific learning difficulty (e.g. numeric)	32
Physical health problem	20
Physical or motor impairment	16
Risk of exclusion	18
Social, emotional and behavioural difficulty	76
Substance misuse	0
Visual impairment	7
Young carer	12

School

Waid Academy

Initial Leaver Destinations

No. of Leavers

2016/17	2017/18	2018/19
121	117	116

2016/17	2017/18	2018/19
3761	3532	3635

2016/17	2017/18	2018/19
51300	49748	49760

Waid Academy %			
	2016/17	2017/18	2018/19
Positive %	97.5	95.7	97.4
Higher Education %	48.8	41.9	42.2
Further Education %	23.1	21.4	31.9
Training %	0.8	0.9	0.9
Employment %	23.1	29.1	21.6
Activity Agreements %	0.8	1.7	
Unemployed %	2.5	4.3	1.7
Unemployed Seeking %	2.5	2.6	
Unemployed Not Seeking %		1.7	1.7
Unknown %			0.9

Fife %				
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School

Waid Academy

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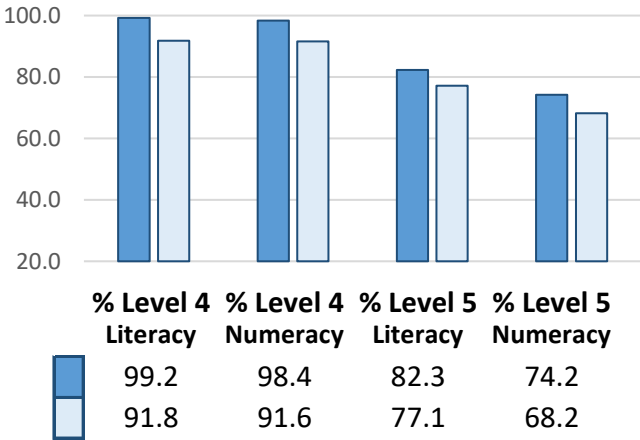
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Waid Academy

Attainment of school leavers in 2019/20

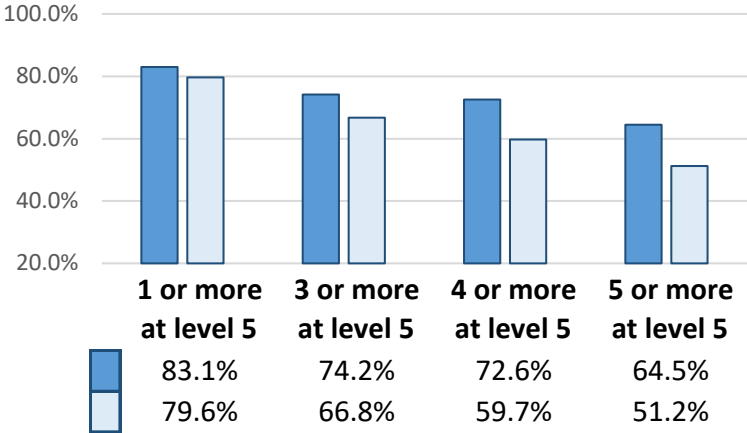
Literacy & Numeracy of school leavers in 2019/20

Waid Academy
Fife



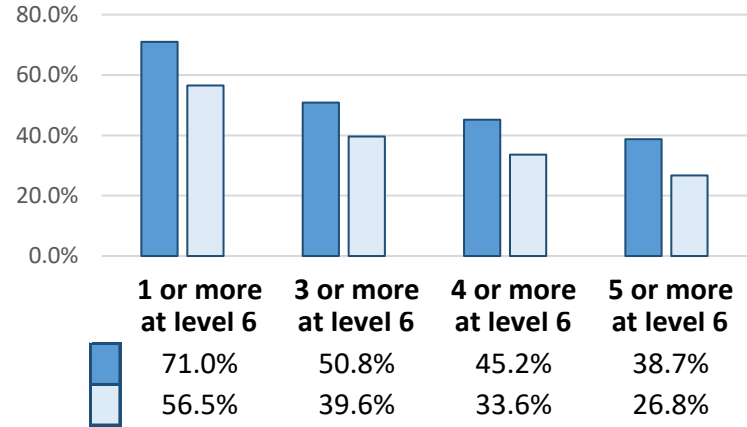
SCQF level 5 (Grade A-C pass)

Waid Academy
Fife



SCQF level 6 (Grade A-C pass)

Waid Academy
Fife



21 April 2021

Agenda Item No. 18

PROPERTY TRANSACTIONS

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: 16, 17, 18, 19 and 20

Purpose

The purpose of this report is to advise Members of action taken using the list of officer Powers in relation to property transactions.

Recommendation(s)

The Committee is asked to note the contents of this report.

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

2.0 Transactions

2.1 Acquisitions

2.1.1 119 Upper Dalgairn, Cupar

Date of Acquisition: 18 February 2021
Price: £135,000
Seller: Lisa Middlemist and Brenda Anderson

2.1.2 55 Lomond Crescent, Falkland

Date of Acquisition: 3 December 2020
Price: £105,000
Seller: Louise-Anne Jamieson

2.1.3 56 Orchardgate, Cupar

Date of Acquisition: 21 January 2021
Price: £110,000
Seller: Neil John Hamilton & Karen Mary Isabell Hamilton

2.1.4 10c Robertson Crescent, Newburgh

Date of Acquisition: 29 January 2021
Price: £125,000
Seller: Deirdre Crawford

3.0 Conclusions

- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

List of Appendices

1. N/A

Background Papers

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

N/A

Report Contact

Michael I McArdle
Lead Professional
Property Services – Estates
Bankhead Central
Bankhead Park
Glenrothes, KY7 6GH
Telephone 03451 555555 Ext No 440268
Email Michael.mcardle@fife.gov.uk

Agenda Item No. 19**North East Fife Area Committee****Forward Work Programme as of 13/04/2021 1/2**

North East Fife Area Committee of 21 April 2021			
Title	Service(s)	Contact(s)	Comments
Bank Street & Liberty, Elie – Traffic Regulation Order Objection Report	Assets, Transportation and Environment	Lesley Craig	
Old St Andrews Road, Guardbridge: 20mph Speed Limit	Assets, Transportation and Environment	Lesley Craig	
A91, West of Petheram Roundabout, St Andrews – Speed Limit Reduction	Assets, Transportation and Environment	Lesley Craig	
A91, Strathtyrum, Guardbridge – Speed Limit Alterations	Assets, Transportation and Environment	Lesley Craig	
St Andrews BID Renewal	Economy, Planning and Employability	David Grove	
St Andrews Common Good - Contribution to Structural Repairs of St Andrews Town Hall	Communities & Neighbourhoods Service	Janice Laird	
Elie & Earlsferry Common Good - Contribution to Replacement Heating System and Repairs to Earlsferry Town Hall	Communities & Neighbourhoods Service	Janice Laird	
North East Fife Anti-Poverty Fund	Communities & Neighbourhoods Service	Sheena Watson	
Grassland Management Strategy	Assets, Transportation and Environment	Scott Clelland	
Grounds Maintenance Service, Domestic Waste and Street Cleansing Service Annual Review 2020	Assets, Transportation and Environment	John Rodigan	
School Attainment & Achievement Report	Education and Children's Services	Lynn Porter	
Notice of Motion			
Notice of Motion			
Notice of Motion			
Property Transactions	Assets, Transportation and Environment	Michael Mcardle	
North East Fife Area Committee Forward Work Programme	Democratic Services	Elizabeth Mair	

Agenda Item No. 19**North East Fife Area Committee****Forward Work Programme as of 13/04/2021 2/2**

North East Fife Area Committee of 9 June 2021			
Title	Service(s)	Contact(s)	Comments
Review of Council Lock Ups	Housing Services	Gordon Binnie/Donna Christie	
Minute	Democratic Services	Elizabeth Mair	
Forward Work Programme	Democratic Services	Elizabeth Mair	
Option Appraisal on B939/C4 Crossroads, Strathkinnes	Assets, Transportation and Environment	Colin Stirling	
St Andrews BID Renewal Update	Economy, Planning and Employability	David Grove	
Traffic Regulation Orders Review	Assets, Transportation and Environment	Lesley Craig	
Road Condition, Potholes & Repairs	Assets, Transportation and Environment	Derek Crowe	
Cemeteries	Assets, Transportation and Environment	Liz Murphy	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Pupilwise and Parentwise Surveys	Education and Children's Services	Deborah Davidson	3-yearly report - last reported 12/9/18
Lammas Market		Janice Laird	
Common Good Investments	Finance and Corporate Services	Eleanor Hodgson	
Health & Social Care	Health and Social Care	Fiona McKay	
Director of Public Health Report 2019-20	NHS Fife		Date to be confirmed.
Pupil Equity Fund	Education and Children's Services	Sarah Else	
Early Learning & Childcare	Education and Children's Services	Clark Graham	Date to be agreed.
Green Routes in North East Fife	Assets, Transportation and Environment	Derek Crowe	
Regular updates from the People and Place Local Leadership Teams	Communities and Neighbourhoods Service	Donald Grant	Agreed at meeting on 3rd March 2021
Criminal Justice Social Work Service - Community Payback: Unpaid Work Scheme	Education and Children's Services	Stuart MacArthur	Annual report - last reported 3/3/21