

Cabinet Committee

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



Thursday, 14 August 2025 - 10.00 am

AGENDA

Page Nos.

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. **MINUTES**
 - (i) Cabinet Committee of 26 June 2025. 3 - 8
 - (ii) Education Appointment Committee of 21 April, 1 May, 9 May, 4 June, 20 June and 27 June 2025. 9 - 14
 - (iii) Appeals Sub-Committee of 4 July 2025. 15
 4. **SWIMMING FOR CHILDREN AND YOUNG PEOPLE** – Report by the Executive Director (Education). 16 - 27
 5. **KELTY SYNTHETIC TURF PITCH REPLACEMENT** – Report by the Head of Communities and Neighbourhoods Service. 28 - 32
 6. **PROPERTY ACQUISITIONS POLICY REVIEW** – Report by the Head of Housing Services. 33 - 42
 7. **TENANT PARTICIPATION STRATEGY 2025-29** – Report by the Head of Housing Services. 43 - 69
 8. **CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES** 70 - 72
- The Committee is asked to resolve, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.
9. **AFFORDABLE HOUSING PROGRAMME - FRASER AVENUE INVERKEITHING (PRIVATE REPORT)** – Joint report by the Head of Housing Services and the Head of Property Services. 73 - 91

<p>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.</p>
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Finance and Corporate Services
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7 August 2025

If telephoning, please ask for:

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BLENDED MEETING NOTICE

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

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

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

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

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

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

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

THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING

Council Chamber, Fife House, North Street, Glenrothes

26 June 2025

10.00 am - 2.45 pm

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

ATTENDING: Ken Gourlay, Chief Executive; Donnie MacLeod, Executive Director (Education); Michael Enston, Executive Director (Communities), John Mills, Head of Housing Services, Gavin Smith, Service Manager (Housing Access), Mhairi Mullen, Service Manager (Private Sector Housing), Sarah Roxburgh, Community Manager and Zahida Ramzan, Policy Co-ordinator (Equalities), Communities and Neighbourhoods Service, Communities Directorate; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Sharon McKenzie, Head of Human Resources, Fiona Allan, Service Manager, Kirsty McElroy, Service Manager, Nicola Harris, Team Manager and Caroline Murphy, Lead Officer, Human Resources and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

APOLOGIES FOR ABSENCE: Councillors Altany Craik, Sarah Neal and Jan Wincott.

391. DECLARATIONS OF INTEREST

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

392. MINUTE

The committee considered the minute of the Cabinet Committee meeting of 29 May 2025.

Arising from consideration of the minute, it was noted that at para. 382 - Proposed Disposal and Change of Use of Common Good Land at East Bents, St. Andrews - decision (4) should read "or for disposals where the asset value is less than £750,000" rather than "is more than £750,000" as detailed in the minute.

Decision

The committee approved the minute.

393. REVENUE MONITORING PROVISIONAL OUTTURN 2024-25

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reporting the provisional outturn for 2024/25.

Decision

The committee:-

- (1) noted the high level outturn position as detailed in the report;
- (2) noted that there were ongoing financial impacts and pressures which continued to be managed by services with an element of protection from financial risk being accounted for centrally;
- (3) approved the suspension of the carry forward scheme (with the exception of Devolved School Management and Local Community Planning budgets);
- (4) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (5) requested that Scrutiny Committees ensured appropriate level of support and challenge in relation to financial reports.

Councillor Allan Knox joined the meeting during consideration of the above item.

394. CAPITAL INVESTMENT PLAN - PROVISIONAL OUTTURN 2024-25

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advising on the provisional outturn for the 2024/25 financial year.

Decision

The committee:-

- (1) noted the provisional outturn position and that the level of financial risk continued to be heightened due to the impact of inflation and supply chain challenges;
- (2) instructed services to plan projects within the approved resource within the Capital Investment Plan;
- (3) noted that more detailed capital outturn reports for 2024/25 would be submitted to relevant Scrutiny Committees of the council;
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- (5) noted the updated prudential indicators detailed within the report.

395. BUDGET 2026-29 UPDATE

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the General Fund Revenue Budget for 2026-29 following a review of the council's financial planning assumptions and planned approach to achieve a sustainable and balanced budget.

Decision

The committee noted:-

- (1) the updated financial planning assumptions;
- (2) the continuing uncertainty around the planning assumptions; and

- (3) the planned approach to achieve a sustainable and balanced budget for 2026-27 onwards.

396. WORKFORCE STRATEGY AND WORKFORCE PLANNING

The committee considered a report by the Head of Human Resources reporting on the delivery of the council's Workforce Strategy "Our People Matter (OPM)" 2022-2025 and its position at the close of its third and final year. The report also presented the People Plan and Workforce Strategy 2025-2028 (OPM) which was placed within the context of a wider corporate approach to workforce planning.

Decision

The committee:-

- (1) noted the work progressed at the close of the OPM 2022-2025 as set out within Appendix 1 of the report; and
- (2) agreed Fife Council's People Plan and Workforce Strategy 2025-2028 (OPM) as detailed within Appendix 2 of the report.

397. CHANGE PLANNING

The committee considered a report by the Chief Executive providing an update on change planning which built on recent work to develop three year forward plans for change and improvement in line with the medium-term financial position and Plan for Fife ambitions.

Decision

The committee:-

- (1) confirmed the direction of travel for ongoing reform and the ambitions articulated in section 2 of the report;
- (2) noted the contribution of the three year Directorate Change Plans to those reform ambitions as outlined in section 3 and Appendix 1 of the report;
- (3) agreed the shape and focus of enabling programme work designed to enhance digital, data and workforce skills capabilities as described in section 4 of the report;
- (4) agreed the proposals for future reporting and oversight detailed in section 5 of the report;
- (5) acknowledged the commitment to full engagement with staff relating to the implementation of the Change Programme;
- (6) agreed that there would be an ongoing assessment and review of the Cowdenbeath pilot by the Cabinet Committee which would inform the future roll out of the No Wrong Door Programme; and
- (7) agreed that elected member workshops, both by the Area and Cabinet Committees, would form part of the monitoring and review process.

The meeting adjourned at 12.00 pm and reconvened at 12.30 pm.

398. COST OF LIVING UPDATE

The committee considered a report by the Executive Director (Communities) proposing continued Cost of Living support through 2025/26, reporting on proposed changes to welfare benefits and providing an update on work undertaken to analyse repeat applications to the Scottish Welfare Fund.

Decision

The committee:-

- (1) agreed the proposed projects totalling £1.053m for Cost of Living support 2025/26 as detailed in section 2 and Appendix 2 of the report;
- (2) noted the funding challenge beyond the current year together with work to sustain provision as part of the move from crisis to preventative support and the development of the No Wrong Door model; and
- (3) noted the level of uncertainty around proposed changes to welfare benefits including UK Government proposals and additional funding for the Scottish Welfare Fund and arrangements for keeping these under review.

399. ALLOTMENT AND COMMUNITY GROWING STRATEGY 2024-2029 RESOURCE UPDATE

The committee considered a report by the Head of Communities and Neighbourhoods Service identifying current and investment options for the delivery of the Allotment and Community Growing Strategy 2024-2029 (A&CS).

Decision

The committee:-

- (1) noted current resources delivering the Allotment and Community Growing Strategy; and
- (2) agreed the total of £0.320m until 2029 to deliver community grants and training to support the strategy and the use of £0.064m recurring funding from existing service budgets to support a permanent staff resource.

Councillors James Calder and Mary Lockhart left the meeting following consideration of the above item.

400. HOUSING EMERGENCY ACTION PLAN: STRATEGIC STATEMENT

The committee considered a report by the Head of Housing Services presenting the next iteration of the Housing Emergency Action Plan (HEAP), fourteen months since the declaration of the housing emergency.

Decision

The committee:-

- (1) agreed to use Fife's Housing Emergency Strategic Statement as the basis for consultation and further development of the suggested actions as detailed in Appendix 1 with an addition under the "Declaring an Emergency" heading within the Executive Summary to add a reference to the cost of living crisis and the impact of inflation within the construction industry;

- (2) agreed that the final wording of the draft Strategic Statement would be determined in consultation with the Service Manager (Housing Access), the Housing and Building Services Spokesperson and Councillor Goodall prior to wider consultation; and
- (3) noted that further work would be undertaken around the resource implications in particular.

Councillor Mary Lockhart rejoined the meeting during consideration of the above item.

The meeting adjourned at 1.25 pm and reconvened at 2.00 pm.

401. FIFE HOUSING EMERGENCY - REDUCING PRIVATE SECTOR EMPTY HOMES

The committee considered a report by the Head of Housing Services providing an update on the work and progress being made to bring empty homes back into use to assist with the current housing emergency.

Decision

The committee:-

- (1) endorsed the Empty Homes Strategy (2024-2029), approved by the Fife Housing Partnership in May 2024, with the five key objectives to bring empty homes back to use;
- (2) noted the progress being made to bring empty homes back to use including exceeding the target as set out in the Local Housing Strategy;
- (3) noted the ongoing work with the Scottish Empty Homes Partnership (SEHP) and the Scottish Government to explore further opportunities within Fife to help bring empty homes back to use; and
- (4) agreed to progress work to take forward a bid through SEHP for additional funding for a local initiative to bring empty homes back for affordable housing.

Councillor David Barratt joined the meeting during consideration of the above item.

402. GRENFELL INQUIRY RECOMMENDATIONS AND FIFE RESPONSE

The committee considered a report by the Head of Housing Services outlining the main recommendations of the Grenfell Part 2 Inquiry, the Scottish Government's response to those recommendations and next steps for the council in continuing to improve health and safety arrangements for the tower blocks, sheltered housing and homeless hostels in Fife.

Decision

The committee:-

- (1) agreed the Fife response to the Grenfell Part 2 Inquiry;
- (2) agreed the council's proposed next steps to prepare a 5-10 year programme of improvement works to continue to enhance the fire safety of the council's housing stock; and

- (3) agreed that a Commissioning Strategy for enhanced fire risk assessment and mitigations works be agreed by the council's Procurement Review Board to action Stage 2 improvements.

403. EQUALITY AND DIVERSITY PRIORITIES 2025-2029

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the council's Equality and Diversity outcomes 2023-2025 and seeking approval for the next four year priorities from 2025-2029.

Decision

The committee approved the priorities for the next four years covering the period 2025-2029 as detailed within Appendix 1 of the report.

404. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES

The committee noted:-

- (1) the list of outstanding remits from committees; and
- (2) that the Fife Bus Network Review report due to be submitted in August 2025 would now not be submitted until later in the year due to further work required to complete the study and a shortage in key staff resources.

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

405. ACQUISITION OF 9 NEW BUILD HOUSES IN 2 LOCATIONS OF A DEVELOPMENT - 4 IN KIRKCALDY AND 5 IN MARKINCH (PRIVATE REPORT)

The committee considered a report by the Head of Housing Services, as part of the Affordable Housing Programme (Property Acquisitions) and the Housing Emergency Action Plan response, detailing the proposed acquisition of nine new build houses in Kirkcaldy and five properties in Markinch.

Decision

The committee authorised the Head of Legal and Democratic Services to enter into legally binding agreements on terms to their satisfaction for the acquisition of the houses built on plots in Kirkcaldy and Markinch.

**THE FIFE COUNCIL – EDUCATION APPOINTMENT COMMITTEE –
GLENROTHES**

21 April 2025

10:30 am – 12:30 pm

PRESENT: Councillor Eugene Clark, Councillor Lynn Ballantyne-Wardlaw, Jackie Funnell, Education Manager, Anegla Logue, Head of Service, Parent Council Chair Emma McMillan, Parent Council Chair Lauren Cour

73. EXCLUSION OF PUBLIC AND PRESS

Decision

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

74. HEADTEACHER - Buckhaven Primary School

The Committee interviewed 1 applicant on the short leet for this post.

Decision

Agreed to recommend the appointment of the applicant.

**THE FIFE COUNCIL – EDUCATION APPOINTMENT COMMITTEE –
GLENROTHES**

1st May 2025

12:30 pm – 14:30 pm

PRESENT: Councillor Alistair Suttie, Councillor, Colin Davidson, Lesley Henderson QIO, Angela Logue, Head of Service, Parent Council Chair Sabrina Duncan, Parent Council Chair Helen Hay

75. EXCLUSION OF PUBLIC AND PRESS

Decision

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

76. HEADTEACHER – Methilhill Primary School

The Committee interviewed 2 applicants on the short list for this post.

Decision

Agreed to recommend the appointment of one of the applicants.

**THE FIFE COUNCIL – EDUCATION APPOINTMENT COMMITTEE –
GLENROTHES**

9th May, 2025

12:30 pm – 15:00 pm

PRESENT: Councillor Alistair Suttie, Councillor, Colin Davidson, Jackie Funnell, Education Manager, Anegla Logue, Head of Service, Parent Council Chair Stacey Underwood, Parent Council Chair Louise Mackie

77 EXCLUSION OF PUBLIC AND PRESS

Decision

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

78 HEADTEACHER – Aberhill Primary School

The Committee interviewed 2 applicants on the short list for this post.

Decision

Agreed to recommend the appointment of one of the applicants.

**THE FIFE COUNCIL – EDUCATION APPOINTMENT COMMITTEE –
GLENROTHES**

4th June 2025

11:30-13:00

PRESENT: Councillor Lynn Mowatt, Alan Cumming, Education Manager,
Angela Logue, Head of Service, Parent Council Chair Karen
Thornburn, Parent Council Chair Jennifer McEwan

79. EXCLUSION OF PUBLIC AND PRESS

Decision

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

80. HEADTEACHER – Kirkcaldy North Primary School

The Committee interviewed 1 applicant on the short list for this post.

Decision

Agreed to recommend the appointment of the applicant.

**THE FIFE COUNCIL – CABINET COMMITTEE – EDUCATION
APPOINTMENT COMMITTEE – GLENROTHES**

20th June 2025

9:30am – 10:45am

PRESENT: Councillor Alistair Suttie, Councillor Lynn Mowatt, Angela Logue – Head of Service, Jackie Funnell – Education Manager, Lynette Thomson – Parent Council Chair and Kerryann Sim – Parent Council

**81. EXCLUSION OF PUBLIC AND PRESS
Decision**

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

82. HEADTEACHER – Carnegie Primary School

The Committee interviewed 1 applicant on the short list for this post.

Decision

Agreed to recommend the appointment of the applicant.

**THE FIFE COUNCIL – CABINET COMMITTEE – EDUCATION
APPOINTMENT COMMITTEE – GLENROTHES**

27th June 2025

9:30am – 10:45am

PRESENT: Councillor Alistair Suttie, Councillor Lynn Mowatt, Shelagh McLean - Head of Service, Alan Cumming - Education Manager, Lea McIntyre - Parent Representative and Jennifer Moffat - Parent Representative

**83. EXCLUSION OF PUBLIC AND PRESS
Decision**

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

84. HEADTEACHER – Fair Isle FNC and Gallatown Nursery

The Committee interviewed 1 applicant on the short list for this post.

Decision

Agreed to recommend the appointment of the applicant.

THE FIFE COUNCIL - APPEALS SUB-COMMITTEE

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

4 July 2025

1.30 pm – 3.20pm

PRESENT: Councillors Eugene Clarke (Convener), Blair Allan, Allan Knox and Lynn Ballantyne-Wardlaw.

ATTENDING: Jacqui Cameron, Service Manager – Human Resources Service and Neil Macdonald, Team Manager, Legal and Democratic Services.

Representing the Authority - Laura Tannahill, Service Manager - and Lee Ryan, HR Business Partner, Human Resources Service.

Representing the Appellant – George McColl, Union Representative, Unison and Appellant.

11. CHILDREN & FAMILIES AND JUSTICE SERVICES – DISMISSAL APPEAL

The Sub-Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

The Sub-Committee considered the written submissions by both parties and also heard both parties' oral representations, following which the Authority's representatives and the appellant and their representative withdrew from the meeting.

Decision

The Sub-Committee agreed that the grounds of the appeal had not been substantiated, and therefore the appeal had not been upheld.

Swimming for Children and Young People

Report by: Donnie McLeod, Executive Director (Education)

Wards Affected: All

Purpose

This report details the future options for supporting swimming for children and young people across Fife based on the work of the Swimming Working Group established following Education Scrutiny Committee on 17 September 2024.

Recommendations

Members are invited to decide on which of the options presented should be worked up into a business case, with a view to including proposals in the budget process for the following year.

Resource Implications

The Education Service currently has no budget to provide swimming lessons for primary age children. Each option provided details approximate costings to enable it to progress. If the option is agreed, an appropriate business case will be produced at a later Cabinet Committee.

Legal & Risk Implications

There are no direct legal/risk implications arising from the report.

Impact Assessment

An EqlA has not yet been completed and is not yet necessary because this report does not propose the introduction of a policy or a change to existing policy.

The Fairer Scotland Duty does however require the council to actively consider how its strategic decisions can reduce inequalities of outcome caused by socio-economic disadvantage. This duty is part of the Equality Act 2010 and aims to ensure that public bodies take socioeconomic disadvantage into account when making key decisions. Accordingly, an EqlA will be included in the business case to be prepared in terms of the recommendation.

Consultation

In March 2023, as part of the Young People's Health and Wellbeing Survey, the following questions were asked of those who participated (across P5-S6):

- Can you swim unaided (without floats or armbands)?
- Have you attended or are you attending swimming lessons?

From the respondents who chose to answer this question, 86.5% said they could swim unaided while 72.4% stated they had or are currently attending lessons. P5 had the lowest percentage attending lessons.

There were no differences between male and female responses but data showed a difference (of over 10%) for areas of higher deprivation. Cluster areas with the lowest percentage of young people reporting they can swim unaided included Glenwood; Levenmouth; Lochgelly and Viewforth.

In June 2024, as part of a survey carried out by Active Schools, the following information was gathered:

FIFE WIDE	P4	P5	P6	P7
Total Pupils	4090	4315	4439	4654
Non swimmers	1630	1568	1514	1391
Percentage	39.8	36.3	34.1	28.8

A further data gathering exercise is due to be completed by August 2025.

1.0 Background

- 1.1 In Scotland, there is no legislative requirement for provision of swimming within the school curriculum.
- 1.2 At the Fife Council meeting of 16 March 2023, a motion for including swimming lessons as an integrated part of physical education courses in Primary Schools was considered.
- 1.3 Fife Council noted that:
 - Swimming is a life (saving) skill for everybody
 - Schools in England have swimming integrated in their PE curriculum in primary schools
 - Pupils in some countries in Europe are required to be able to swim 25 metres by the end of primary school
 - Swimming is a complete sport which is known to be good for both for physical and mental health
- 1.4 At the Education Scrutiny Committee meeting of 5 March 2024, members agreed, as an additional recommendation, to request a further report for its consideration at its meeting on 17 September, providing a detailed breakdown of school numbers and associated costs including: time cost (impact on learning time); centre availability/hire; and funds available for swimming equipment – for the provision of swimming lessons for all, across a specific (one) year group, over a period of a year; and comparative costs for the same provision across three year groups over a shorter period of time.
- 1.5 At the Education Scrutiny Committee meeting of 17 September 2024, members agreed, following the report, as detailed in the background papers, to set up a working group. The following members worked between December 2024 – April 2025 to discuss various options to support swimming for young people.

Working Group Members

Cllr Kathleen Leslie	Cllr Linda Erskine	Cllr Aude Boubaker-Calder
Cllr Lynn Ballantyne-Wardlaw	Shelagh Mclean (Head of Service, Education)	Pam Colburn (QIO – Health and Wellbeing)
Emma Walker (CEO Fife Sports and Leisure Trust)	Ronan Capon (Active Schools Manager)	Sarah Roxburgh (Community Manager (Strategy and Commissioning))

Fife Sport & Leisure Provision

- 1.6 At the end of June, Fife Sports & Leisure Trust reported 8634 young people were enrolled in the current learn to swim programme, throughout all venues.
- 1.6.1 At present, a total of 1075 learn to swim classes are delivered across the following venues:

Centre Name	No of classes
Beacon Leisure Centre	60
Bowhill Swimming Pool	61
Carnegie Leisure Centre	239
Cowdenbeath Leisure Centre (Classes currently dispersed across other venues)	70
Cupar Sports Centre	58
East Sands Leisure Centre	76
Kirkcaldy Leisure Centre	118
Levenmouth Swimming Pool	83
Michael Woods SLC	194
Balwearie HS (Delivered at Kirkcaldy)	7
Glenwood HS	56
Inverkeithing HS	35
Lochgelly HS (Delivered at Bowhill)	18
Total classes	1075

More information is provided at www.fifeleisure.org.uk/activity/learn-to-swim/

- 1.6.2 As there is no statutory, legislative requirement for provision of universal swimming, all current school swimming activities for primary age children are delivered through targeted interventions, informed by data and led by the Active Schools Team. Active Schools works with FSLT to identify pools with the capacity to deliver water confidence programmes (linked to their learn to swim programme) during holiday periods. Parents/guardians have the opportunity to request swimming costumes, goggles and floats where equipment may be a barrier to swimming participation. More information was provided in the previous report - [Education Scrutiny Committee \(5th March 2024\) | Fife Council](#) Pages 6-17

National Provision

- 1.7 School swimming provision is not a statutory requirement in Scotland (unlike in England) and, as such, provision varies from one local authority area to another.
- 1.7.1 Scottish Swimming and partners have developed a school swimming framework to support delivery of effective school swimming provision at a local level. The framework is not meant to be prescriptive, rather, it provides a set of guiding principles. This recognises that a one-size-fits-all approach to delivery may not be appropriate for local authority areas or schools.
- 1.7.2 While the benefits of being able to swim (and swimming as a physical activity) are well understood, not all local authorities in Scotland provide school swimming. Scottish Swimming can support delivery partners at a local level to plan, organise and prioritise how they are going to deliver school swimming through Water Safety and Basic Aquatic Skills. It is, however, important to recognise Scottish Swimming's acknowledgement that the recent and current challenging financial and operating environment in the public sector may have implications for the future planning and delivery of school swimming in Scotland.
- 1.7.3 The School Swimming in Scotland (Phase 1) project was piloted in four local authorities between April and July 2023. These pilots took place in Dundee, East Lothian, North Lanarkshire and Scottish Borders and were to have a focus on closing the equalities in sport gap. The School Swimming pilots were part-funded by the Scottish Government and the overall project was managed by sportscotland. Scottish Swimming supported implementation of the pilots at a local level.
- 1.7.4 The project aimed to test different delivery models by introducing pilots in identified local authority areas, working with local authorities and partners to deliver on school swimming, specifically focusing on children and young people living in the most deprived areas. The project aimed to focus support to ensure all children and young people have equal opportunities to become more confident, safer and competent swimmers.
- 1.7.5 In May 2023, sportscotland commissioned an independent evaluation of the four pilot projects. The evaluation aimed to identify the key advantages and disadvantages of each pilot and demonstrate the impact on participants.

Pilots

- 1.8 A one-size-fits-all approach may not be appropriate and any school swimming provision needs to be tailored to an area's needs and circumstances. Each pilot adopted a different approach to delivery in the local authority area.
- 1.8.1 **Universal approach - North Lanarkshire** - A cluster of primary schools located in deprived areas were invited to take part in the pilot in North Lanarkshire. A whole class or year group took part and were provided with a block of 'quality' school swimming provision during the school day. Five schools took part and the year groups ranged from Primary 5 to Primary 7.
- 1.8.2 **Targeted approach - East Lothian** - All Primary 5 children in East Lothian were assessed for swimming ability in the second week of the school term. Nineteen schools took part in the pilot and 216 children, who were assessed as non-swimmers, were provided with a block of 'quality' school swimming provision during the school day.

- 1.8.3 **Holistic approach - Dundee** - The approach adopted in Dundee was a combination of the universal approach and targeted approach and sought to develop a holistic model of delivery. The collaborative approach involved a range of stakeholders to support delivery. One cluster of primary schools took part in the pilot with all Primary 4 children provided with a block of 'quality' school swimming provision during the school day at a secondary school with its own pool (Baldrigon Academy). Delivery was supported by some senior pupils of Baldrigon Academy who undertook training to achieve the Scottish Swimming Teacher Qualification (SSTQ). This was with a view to providing opportunities for skills development as well as helping to develop a pipeline for the future workforce.
- 1.8.4 **Rural approach - Scottish Borders** - As the number of children in each primary class or year group may be small in rural primary schools, a whole school approach was (in the main) adopted in the Scottish Borders pilot. Three schools took part - two schools involved all pupils (Primary 1 - Primary 7) and a larger school involved its Primary 4 class. The delivery model was originally designed for school swimming within a rural setting and the challenges this presents. A more intense delivery model was anticipated – that is, increased time on task per visit and a reduced number of visits to maximise the time spent at the venue and offset the cost of travel (for example, time and money)
- 1.8.5 As a result of these pilots, it was noted that school swimming should be actively promoted and encouraged - and any provision is better than none.
- 1.8.6 Scottish Swimming and sportscotland issued a survey in 2024 to understand the current landscape of primary school swimming across Scotland. The survey received responses from every local authority in Scotland and provided valuable information to help inform the ongoing strategic development of school swimming.
- 1.8.7 86% of local authorities provided school swimming for primary pupils and it ranged from P4 to P7. It was most likely to occur in P4 and P5, similar and the number of sessions varied from 4 to 16 sessions. The average number of sessions delivered was 9, down from 11 in 2022. The session length also varied. (It should be noted that the interpretation of delivering school swimming within a local authority is varied. Some areas reported 'yes' to this question as they offer sessions if a school requests it rather than physically delivering across a local authority. Since completion of the survey, some of the local authorities that responded 'yes' no longer support school swimming provision.)

2.0 Assessment of Non-Swimmers

Introduction

- 2.1 Following the report on the 17 September 2024, the working group noted that a targeted approach would be appropriate to consider for any future swimming offering. It was also noted that any future provision would allow young people to develop confidence in the water and introduce basic aquatic skills. The main objectives, as outlined within the Scottish Swimming Framework, would be to:
- introduce non-swimmers to the aquatic environment and establish an understanding of safety in and around the water
 - develop water confidence
 - develop balance, buoyancy and early propulsion through a variety of activities

- 2.2 Following discussion, two assessment options, detailed below, are recommended for consideration. These options are an increased offering from the historical assessment gathering which has been to ask young people, either via a survey or classroom question.

Option 1

- 2.3 Information obtained direct from pupils and their parent/carer, with support provided visually to help young people and parents/carers to answer effectively. Identification of non-swimmers based on the following criteria and direct questions:

- Can you float without an aid?
- Can you kick on front OR back unaided for 10 metres?
- Can you swim 10 metres?
- Can you enter and exit deep water?

Identified Pros	Identified Cons
Efficient data collection	Accuracy / Reliability of data – may misreport meaning ability is over and underestimated
No cost implication	School staff workload / support required to gather information from young people.
Control over sample size / full data set	Manual inputting of data into SEEMIS
Parent / carer engagement	Could be open to influence from peers.
Opportunity to gather other physical activity related information (i.e. community activity data and riding a bicycle)	

Option 2

- 2.4 Physical assessment, in facilities, to include water safety education as per Scottish Swimming Primary School Guidance. This would involve each child within P5 having an opportunity to engage in a one-off session, led by a qualified swim teacher from Fife Sports and Leisure Trust, to assess their ability based on set criteria outlined within Scottish Swimming guidance. Additionally, complementary safety messaging could be provided to parents via digital means.

Identified Pros	Identified Cons	Associated Costs (This would be a recurring programme with increased costs based on inflation)
Accuracy / Reliability of data - most accurate method for identifying child's ability	Cost implication	£10,793 - inclusive of water safety education session (not inclusive of transport costs). Assessment centres (Carnegie/Inverkeithing, Cowdenbeath, Kirkcaldy, Beacon, Michael Woods/Glenwood, Cupar.
Ensures correct placement of child in any programme for addressing ability	Coordination of transport	
Accurate assessment could reduce programme delivery costs	Staffing implications - with school staff required to accompany young people to venues.	

Identified Pros	Identified Cons	Associated Costs (This would be a recurring programme with increased costs based on inflation)
Efficient use of resources to provide assessment and water safety education during one session. Including water safety education will not increase costs.	Time spent out of School to allow for assessment	Leven.4-days average per assessment centre). Approx. £24,060 transportation costs (3769 P5 pupils) Cost for swimwear, goggles and towel approximately £20k .
Experienced and qualified Swim Instructor assessment aligned to Scottish Swimming School swimming curriculum / standards including water safety education.		Totality of Costs £54,853
Either FC Community use pool or FSLT pool can be programmed (depending on what is closest to school facility) for assessment during curriculum time to minimise transport costs.		

3.0 Swimming Programme Options

- 3.1 Following an assessment process, the following options have been identified to allow young people identified as non-swimmers access to swimming provision. The variety of options outlined all conform with Scottish Swimming recommendations as outlined within the Scottish Swimming Framework. Fife Sports and Leisure Trust would be the deliverers of all these programmes, supported by Education to help communicate and engage Children and Families.

Option 1

- 3.2 A targeted approach for identified non-swimmers, delivered as extracurricular provision. Each pupil would receive an 8-week block, each session lasting 60 minutes. Communication would be required to all families inviting them to access a block of swimming lessons.

Identified Pros	Identified Cons	Associated Cost
No / Limited cost incurred for transport	Reliance on accurate data (only if self-reported non swimmer)	Based on approx. 1600 pupils £104,448 4 blocks of 8 x 60-minute weekly lessons 400 children per block. 34 classes per week across 9 venues varied to match demand.
No / Limited staffing implication FSLT staffing and coordination of learners and instructors is an extension of existing provision.	Reliance on parent / carer engagement (arranging transport and getting to the local pool venue)	

Identified Pros	Identified Cons	Associated Cost
No disruption to the school day / learning time	Lack of control over attendance / uptake (children may miss out if parents unavailable, unaware, lack appetite)	Inclusive of coordination of learner placement and class provision. Opportunity to develop young leaders offering professional qualifications such as swimming teacher, pool lifeguard and sports coaching, along with softer skills - £18,000 . Leading into positive destinations. Cost for swimwear, goggles and towel approximately £10k . A nominal budget required for transportation costs where this poses a significant barrier to engagement (to be determined). Totality of Costs £132,448 (Exclusion of any Transport)
Parent / carer engagement and exposure	Reduced flexibility on access times, though still a level of flexibility across weekdays and weekends.	
Extension of existing delivery staffing structure rather than new structure.	Safeguarding (i.e. drop offs / pick-ups etc.)	
Opportunity to utilise young leaders and volunteers to support with delivery. Opportunity to upskill young leaders to be involved in water safety education. Opportunity for young leaders to progress into further volunteering opportunities with FSLT and gain support to gain SGB qualifications and provide employability opportunities. Potential to create sustainability of programme.	Competing priorities may result in young people not being able to participate	

Option 2

- 3.3 Targeted approach for identified non-swimmers, delivered at an appropriate time at the end of the school day, utilising quieter facility times. Communication to all families inviting them to access a block of swimming lessons.

Identified Pros	Identified Cons	Associated Cost
Increased control over attendance / uptake	Reliance on accurate data (only if self-reported non swimmer)	Based on approx. 1600 pupils £104,448 4 blocks of 8 x 60-minute weekly lessons 400 children per block. 34 classes per week across 9 venues varied to match demand. Inclusive of coordination of learner placement and class provision. Cost for swimwear, goggles and towel approximately £15k .
Accessing quieter pool times (Would be an extension of existing programme from 3pm).	Reliance on parent / carer engagement (arranging transport and getting to the local pool venue)	
Parent / carer engagement and exposure	Need to finish school day early.	
Extension of existing delivery staffing structure rather than new structure.	Lack of control over attendance / uptake (children may miss out if parents unavailable, unaware, lack appetite)	
	Reduced flexibility on access times though still a level of flexibility of availability across weekdays and weekends.	

Identified Pros	Identified Cons	Associated Cost
Reducing from 10 weeks to 8 weeks could make it more accessible for parents with less of a time commitment.	Safeguarding (i.e. drop offs / pick-ups etc.)	Approx. transportation costs £128,750 (reduced where only one way travel is required)
	Reduced learning in Schools and reliance on school staff co-ordinating participants and potentially accompanying children.	Totality of Costs £248,198

Option 3

- 3.4 Targeted approach for identified non-swimmers, offering placement within the existing Learn to Swim programme. Option 3A - 500 children receiving 12-months of LTS lessons. Option 3B - Two separate groups of 500 children each receiving 6-months of LTS lessons (1000 Children) Option 3C Two Separate groups of 750 children each receiving 6-months of LTS lessons (1500 Children).

Identified Pros	Identified Cons	Associated Cost
Greater value	Reliance on accurate data (only if self-reported non swimmer)	£129,600
Greater longer-term impact for learners.	Reliance on parent / carer engagement	3A - 49 weeks x 30-minute lessons as part of the existing LTS programme. Delivered across 9 venues. Inclusive of coordination of learner placement and class provision.
The learners will participate and be fully integrated into the National Framework for Swimming in Scotland pathway, rather than the Scottish Swimming School Swimming framework. They will have an opportunity to experience all nine core aquatic skills and all four swimming strokes.	Cost implications	£129,600 3B - 2 blocks of 26 weeks x 30-minute lessons as part of the existing LTS programme. Delivered across 9 venues. Inclusive of coordination of learner placement and class provision.
The increased duration will provide an improved learning opportunity.	Long term commitment for children to engage and for families to support	£194,400 3C - 2 blocks of 26 weeks x 30-minute lessons as part of the existing LTS programme. Delivered across 9 venues. Inclusive of coordination of learner placement and class provision.
Inclusion of free swimming within this package would aid maintenance of proficiency.		
Programme structure already in place.		
Increased availability of class days and times.		
No transport requirements or cost.		

Identified Pros	Identified Cons	Associated Cost
		Optional Family pass - £5k Cost for swimwear, goggles and towel approximately £15k . Totality of Costs 3A £149,600 3B £149,600 3C £214,400

Option 4

- 3.5 Targeted approach for identified non-swimmers, offering placement within the existing Learn to Swim programme for 4-months. 500 Children receiving 8.5 hours' worth of provision over a 17-week period (Minimum requirement identified by Scottish Swimming).

Identified Pros	Identified Cons	Associated Cost
Greater value	Reliance on accurate data (only if self-reported non swimmer)	£43,200 17 weeks x 30-minute lessons as part of the existing LTS programme. Delivered across 9 venues. Inclusive of coordination of learner placement and class provision. Family pass - £1.75k Cost for swimwear, goggles and towel approximately £7.5k . Totality of Costs £52,450
Greater longer-term impact for learners.	Reliance on parent / carer engagement	
The learners will participate and be fully integrated into the National Framework for Swimming in Scotland pathway, rather than the Scottish Swimming School Swimming framework. They will have an opportunity to experience all nine core aquatic skills and all four swimming strokes.	Cost implications	
Additional benefits of free swimming included within package at no extra cost.	Potentially only reaching 1/3 of the number of identified non-swimmers in Fife.	
Free swimming would aid maintenance of proficiency.		
Programme structure already in place.		
Increased availability of class days and times.		
No transport requirements or cost.		
Less commitment from parents and still exceeds minimum Scottish Swimming requirements.		
Reduction in cost over 12-months provision		

Option 5

- 3.6 Hybrid model offering multiple options allowing families to decide which option best suits their circumstances and allowing their child/children to engage; Existing learn to swim integration, holiday provision or bespoke extra curricular offering for all children and young people identified as being unable to swim. Communication to all inviting young people to access a block of swimming lessons for a minimum of 10 hours with an option / menu of how to access the offering.

Identified Pros	Identified Cons	Associated Costs
As outlined within previous options.		<p>Example of 10 week offering to engage all non-swimmers in an appropriate method which suits them: Children integrated into existing learn to swim provision Children provided an opportunity to access holiday provision Children provided an opportunity to access an extracurricular option</p> <p>Circa: £134,942 (not including Transport Costs)</p> <p>Family passes optional (Approx £5K)</p> <p>Cost for swimwear, goggles and towel approximately £15K</p> <p>Totality of Costs £154,942 (Excluding any Transport Costs.</p>

4.0 Key Considerations

- 4.1 The barriers to engagement are known and planning will be required to identify the best methods of engagement with young people and families, along with a consistent support offering to allow young people to fully engage and complete the programme.
- 4.2 By adopting a targeted approach, Fife can allocate any available resource to where there is greatest need.
- 4.3 Water Safety Class lessons will be integrated into the Health and Wellbeing Curriculum both in Primary and at Secondary through PSE lessons. This will be done in partnership with Water Safety Scotland Resources and the Strategic Water Safety Group in Fife. These sessions would promote the importance of Water Safety and ensure consistent messaging across Fife.
- 4.4 This would be a recurring programme with increased revenue costs based on inflation.

5.0 Conclusions

- 5.1 This paper outlines options for both the identification of non-swimmers and the delivery models for targeted participation in learning to swim. Any programme should be consistent with the Scottish Swimming Framework, as outlined in previous papers.

- 5.2 At present there is no allocated budget for any swimming provision. The proposals are based on one year group, recommended as P5. This would be a recurring programme with revenue costs increasing annually based on inflation and financial resource would require to be identified and allocated on a permanent basis.

Background Paper

- Report from 14 May 2025
<https://fifecloud.sharepoint.com/sites/IntCommittees/LargeCommitteePapers/Committees/2025/ESPublicAgendaPack2025-05-20.pdf?web=1>
- Report from 17 September 2024
<https://fifecloud.sharepoint.com/sites/IntCommittees/PublicCommitteePapers/Committees/2024/ESPublicAgendaPack2024-09-17.pdf?web=1>
[Education Scrutiny Committee \(5th March 2024\) | Fife Council](#) Pages 6-17

Report Contact:

Pam Colburn
Quality Improvement Officer (Health and Wellbeing)
Education Directorate
Email: pamela.colburn@fife.gov.uk

Kelty Synthetic Turf Pitch Replacement

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

Wards Affected: Ward 7

Purpose

To seek approval to provide funding to support the replacement of the synthetic pitch and upgrade floodlighting at Kelty Community Centre, enabling the drawdown of a confirmed grant to Kelty Hearts Football Club from the Scottish Football Facilities Fund (SFFF).

Recommendations

Members of the committee are asked to: -

- (1) approve capital funding of up to £177,769 to support the pitch replacement project at Kelty Community Centre;
- (2) delegate authority to the Head of Communities and Neighbourhoods, Head of Finance, Head of Legal and Head of Property to finalise funding arrangements and oversee project delivery in partnership with Kelty Hearts Football Club; and
- (3) note the strategic and community benefits of the project, including enhanced access to sport and physical activity for under-represented groups.

Resource Implications

Funding is available from the Communities capital programme from underspends across other Synthetic Turf Pitch replacements of £88k and from unallocated funds for 2024/25 Sport & Leisure Facilities of £90k.

Legal & Risk Implications

A new user and access agreement with Kelty Hearts will be implemented alongside the replacement and upgrade of the facility. Further agreements as required and review of planning requirements as part of the replacement and upgrade project.

Impact Assessment

An equalities impact assessment shows improved access to the pitch and centre by equalities groups.

Consultation

Finance and legal services have been consulted on this report.

1.0 Background

- 1.1 In 2016, Fife Council invested capital from the Community Investment Fund to support the development of a new community facility in Kelty, replacing the former Kelty Community Centre. As part of this wider initiative, a new synthetic turf pitch was constructed to enhance opportunities for football and wider sporting activity within the local area.
- 1.2 To support the continued maximisation of pitch usage and ensure clarity around access and operational responsibilities, a formal User Agreement exists between Fife Council Community Use and Kelty Hearts Football Club. This agreement defines the terms of access and general use of the facility, aligning with the council's standard booking procedures. As part of this arrangement, consideration is given to Kelty Hearts FC's partial renunciation of their pre-2016 lease, with the revised terms incorporated within the Access Agreement.
- 1.3 Since 2016, Kelty Hearts FC has made significant progress, advancing from junior football to competing within the Scottish Professional Football League (SPFL). To ensure continued compliance with SPFL facility, the synthetic pitch surface now requires replacement earlier than originally anticipated in its lifecycle.
- 1.4 Kelty Hearts Football Club submitted a successful application to the Scottish Football Facilities Fund (SFFF) for funding that would contribute to the replacement of the synthetic pitch at Kelty Community Centre.
- 1.5 The SFFF has confirmed a grant award of £177,769, subject to the following conditions:
 - Evidence of at least one hour per week usage by an under-represented group (BAME, Para, or LGBTQ+ communities) by 18 July 2025
 - Confirmation of the complete funding package by 29 August 2025
- 1.6 The project aligns with Fife Council's strategic objectives, including:
 - Improving health and wellbeing through increased participation in sport
 - Promoting equality and inclusion by ensuring access to quality facilities for all
 - Supporting youth development and reducing anti-social behaviour through structured community sport

2.0 Community Impact

- 2.1 The facility is a key community asset, serving local schools, clubs and residents. Kelty Community Centre (including the Synthetic Turf Pitch) is used by Kelty Primary School, St Jospeh's Primary School, Kelty Hearts Community Club, Kelty Hearts Football Club and various community groups and council services. The usage by the primary schools of the facilities at Kelty Community Centre is normally between 27 and 32 hours per week during term time including between 13 – 15hrs of use of the Synthetic Turf Pitch and Multi-Use Games Area. Kelty Hearts Community Club use the Synthetic Turf Pitch for 24 hours per week with Kelty Hearts Football Club making use of the synthetic pitch for 7 hours. The upgraded surface will benefit the whole community, improve safety, usability and sustainability and will comply with the pitch requirements of the SPFL.
- 2.2 The project will deliver the following benefits:
 - A modern, safe and inclusive facility that supports lifelong physical activity
 - Enhanced access to sport for under-represented groups
 - Increased opportunities for youth engagement

- 2.3 The project will include the removal, recycling and replacement of the 3G Synthetic Turf and upgrading the Floodlighting.
- 2.4 As part of the project, the council will also negotiate a new user and access agreement with Kelty Hearts to ensure an equitable allocation of access and costs for the use of a public asset.

3.0 Conclusion

- 3.1 The replacement of the synthetic pitch at Kelty Community Centre and the upgrading of the floodlight system represents an opportunity to invest in community sport, health and inclusion. Funding from Fife Council will unlock external investment and deliver long-term benefits for the local area.

List of Appendices

Appendix 1: SFFF Grant Award Letter

Appendix 2: Project Cost Breakdown

Report Contacts:

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Head of Communities and Neighbourhoods
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Sarah Roxburgh
Community Manager
Strategy and Commissioning
Email – sarah.roxburgh@fife.gov.uk

Eleanor Hodgson
Accountant
Email – Eleanor.hodgson@fife.gov.uk



Dear Kelty Hearts Football Club

Thank you for your application to the Scottish Football Facilities Fund. We are pleased to inform you that our application panel has agreed to offer a grant of **£177,769.00** for the project set out within your application. Your grant is based on the following conditions:

To be completed by Friday 18th July 2025:

- At least one hour per week usage by an under-represented group as outlined by the Scottish FA*.

**For the purposes of this condition, an under-represented group will be a user group from either of the following communities: BAME, Para or LGBTQ+.*

To be completed by Friday 29th August 2025:

- Confirmation of complete funding package.

Once the above conditions have been satisfied and evidence of that provided to the Club Services department you will receive a grant offer letter that you must sign and return to the Scottish FA to receive your funding. Failure to satisfy any of these conditions within a timeframe seen as appropriate by the Scottish FA then funding will be withdrawn, and no grant offer letter will be sent to you.

For further guidance on these conditions or any questions please do not hesitate to contact the relevant Club Services member of staff using the details below.

Scottish FA Member Clubs contact kris.wales@scottishfa.co.uk or on 07706 296118

Central, West, or South West Regional Community Football Spaces projects, contact nathan.ross@scottishfa.co.uk or on 07974 047740.

North, East, or South East Regional Community Football Spaces projects, contact blair.sutherland@scottishfa.co.uk or on 07079 741170

Congratulations once again and we look forward to working with you on the successful delivery of your project.

Kind Regards,

Club Services

The Scottish Football Association Limited / Hampden Park / Glasgow/ G42 9AY
Phone +44 (0) 141 616 6000 / Fax: +44 (0) 141 616 6001 / E-mail: info@scottishfa.co.uk
Visit: scottishfa.co.uk
Company limited by guarantee / Registered in Scotland No. 5453 / VAT Reg No. 435 118 470

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Project Cost Breakdown

Appendix 2

Project Cost Summary

Item	Cost (Including VAT, £)
Prelims	£9,816
Pitch removal & recycle	£29,928
Pitch installation	£193,890
Base Repair	£29,100
Contingency (15%)	
Maintenance Equipment	£23,813
Floodlighting Upgrade to 500LUX LED System	£58,631
Overall Contingency for planned work (May/June 2026, 3%)	£10,360
Total Cost Including VAT	£355,538

Funding Request Summary

Total funding request to the Scottish FA	Amount (£)177,769.00
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Property Acquisitions Policy Review

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

This report seeks agreement on the proposed revisions to the Property Acquisitions Policy.

Recommendations

Members are asked to:-

- (1) agree the proposed revisions to the current Property Acquisitions Policy outlined in Section 2 of this report and in the draft revised policy detailed in **bold** in Appendix 2; and
- (2) note that the Fife Housing Association Alliance will align to the revised policy as outlined in section 1.5 of this report.

Resource Implications

There are no additional resources requirements arising from this report. Property acquisitions are funded through the HRA Capital Plan 2025-29 and with support from Scottish Government Housing Subsidy.

Legal & Risk Implications

All relevant legal requirements and risk implications have been considered in the policy review.

Impact Assessment

An Equality Impact Assessment has been completed. The Summary Form is attached as appendix 1.

Consultation

Specific consultation has been completed within Housing and Legal Services. There was also some input from several elected members through constituency enquiries and responses made.

1.0 Introduction

- 1.1 The council agreed the current Property Acquisitions Policy in July 2017, with several amendments made in the period 2018-2022. The Policy is designed to assist the Statutory Housing Authority in Fife to acquire specific housing properties, working to a series of six criteria to increase the overall HRA housing stock available for social rent. The criteria are:
 1. Resolve a Homeless Situation / Prevent Homelessness, including accelerating the reduction of children in temporary accommodation.
 2. To help meet housing need where there are significant pressures and limited opportunities to build new homes.
 3. To facilitate Estate Action or Regeneration Schemes.
 4. To facilitate New Build Schemes.
 5. To meet specific housing needs.
 6. To meet specific tenant's' housing needs for more appropriately sized or adapted properties by adopting a transfer-led approach to maximise housing opportunities
- 1.2 As part of the council's response to the Housing Emergency, the addition of new housing supply and property acquisitions to the HRA helps to stimulate transfer-led housing allocations to assist tenants, homeless households and housing applicants to gain access to better housing.
- 1.3 This report proposes several updates to the Property Acquisitions Policy to ensure it is still fit for purpose in delivering an acquisitions programme for the council. As part of the response to the Housing Emergency, there is interest from the Fife Housing Association Alliance partners to adopt the policy for their own acquisitions approach.
- 1.4 The Strategic Housing Investment Plan (2025-30) commits the council to purchasing a minimum of 50 properties in 2025/26. This is supported by the HRA Capital Plan (2025-30) which has a provision of £4.810m for acquisitions and by additional housing subsidy of £2.242m. The guidance on the use of the additional subsidy from the Scottish Government requests that the council focusses on reducing the number of children in temporary accommodation. This is already a policy of the council through the Fife Homelessness Strategy approved in early 2024.
- 1.5 As part of the review of the policy and ongoing discussions to support the Fife Affordable Housing Programme, our Housing Association Partners have shown an increasing interest in property acquisitions to assist their contribution. The Fife Housing Association Alliance has confirmed that they would align to the Fife Council Property Acquisition Policy following approval by this Committee. The funding for property acquisitions would come from the housing associations' 50% share of the Fife Resource Planning Assumption (RPA) and housing association finance borrowing.

2.0 Proposed Revision to the Housing Acquisition Policy

- 2.1 The proposed revision to the current policy follows discussions with several elected members following constituent enquiries and responses made. The review was managed by Housing and Legal Services and the Review Group was led by the Head of Housing Services. The outcome of the review is highlighted in the proposed revised policy attached as Appendix 2.
- 2.2 There are three specific areas of the current policy that the Review Group focussed on. These are:
 1. Purchase from owners with sitting tenants (Prevention of Homelessness)
 2. Purchase of properties not on the open market (Scottish Government subsidy rules)
 3. Purchase of properties from Fife Council Employees and Elected Members.

Purchase from owners with sitting tenants to prevent homelessness

- 2.3 The Review Group considered the need to prevent homelessness at an enhanced level to support the Housing Emergency. The Property Acquisitions Team can currently consider offers from owners with a sitting tenant on a private rented tenancy to prevent homelessness under Criterion 1 of the policy. The Review Group acknowledged that by increasing the actual number of property acquisitions in this way could prevent homelessness during the Housing Emergency.

However, the main risk in increasing the scale of acquisitions to support prevention is that the council has an existing statutory duty to house a backlog of 1650 homeless households. By increasing the scale of acquisitions to prevent homelessness could be seen by those households or agencies advocating on their behalf as overtaking their place on the homeless list in Fife Housing Register and could be subject to potential judicial challenge.

Review Group Recommendation – That the policy is amended to include the prevention of homelessness for families with children to reduce the numbers of children coming into temporary accommodation.

Currently, property acquisitions prevent homelessness where a sitting tenant has specific medical or other exceptional needs, at the discretion of the Executive Director for Communities. The main objective of property acquisitions remains to increase the council's housing stock by acquiring properties with vacant possession to enable transfer-led allocations approach.

The volume of property acquisitions that can be employed to prevent homelessness will always be subject to available Scottish Government subsidy to support them. It is acknowledged that the number of properties bought will be a small proportion of the SHIP target for any year.

Purchase of properties only advertised on the open market

- 2.4 The Review Group examined the current requirement to only seek to buy properties that are advertised on the open market. Scottish Government rules on accessing housing subsidy that require the council to only consider properties on the open market were discussed directly with the Government. It has been agreed by the Review Group following advice from the Scottish Government, that the council can consider direct approaches from owners looking to sell their properties on the proviso that the owner produced a Home Report from a recognised property surveyor before the council could consider proceeding to consider the property for acquisition.

Review Group Recommendation – That the policy be amended to include properties that are not currently advertised on the open market being considered for purchase so long as a Home Report is produced by the owner of the property.

Purchase of properties from Council Employees and Elected Members

- 2.5 The Review Group focussed specifically on the issue of potential discrimination against staff and Elected Members by excluding them from selling their properties to the council. Legal advice is that the UK Equalities Act 2010 does not cover this issue and that it is not discriminatory in the sense of the Act and not unlawful in that sense. However, the further legal advice is that the rationality of it could be challenged, therefore, is it rational to exclude staff and members where the council could possibly safeguard its interests in another way. The Review Group agreed that by requiring staff and Members to complete a Declaration of Interest and for that to be registered formally, the council's interest could be protected.

Review Group Recommendation – That the policy be amended to remove the exclusion of staff and members from selling properties to the council, subject to a Declaration of Interest Form being satisfactorily completed and registered. The registrations of “Declaration of Interests” should follow similar corporate processes in place for other declarations.

3.0 Conclusion

- 3.1 Fife Council is already one of the biggest social rented developers in Scotland, working closely with the Fife Housing Association Alliance. The proposed Property Acquisition policy revisions can enhance the opportunity for the council to take further opportunities to consider property acquisitions to support the Fife Affordable Housing Programme going forward.

Report Contact

John Mills
Head of Housing Services
Fife House, Glenrothes.
e-mail: john.mills@fife.gov.uk

List of Appendices

1. Equality Assessment Summary Form
2. Proposed Revised Housing Acquisitions Policy 2025

Equality Impact Assessment Summary Form

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>Cabinet Committee 14 August 2025</p>
<p>What are the main impacts on equality?</p> <p>There is a positive overall impact from clarifying and updating the criteria and delivery of the property acquisitions policy as it widens the scope for a transfer-led allocations approach.</p> <p>It will benefit mitigation efforts during the Housing Emergency as it will meet the SHIP commitment to purchase a minimum of 50 properties in 2025/26 to maintain housing supply.</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>N/A.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>N/A.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>John Mills, Head of Housing Services</p>

Proposed Property Acquisition Policy 2025

(Proposed revisions in **bold**)

Introduction

Housing Services recognises that under the Right to Buy Scheme which was active between 1980 – 2016 many council properties were sold; this policy seeks to purchase properties back in the areas of greatest demand to assist those in the greatest need of housing.

The focus will be for these to be former Local Authority properties however, in certain circumstances properties that are not former Local Authority may be considered.

The purchase of these properties will support the Affordable Housing programme (AHP), Fife's Rapid Re-Housing Transition Plan (RRTP) and the Housing Emergency.

Aim

The aim of the Property Acquisition Policy is to increase the Council's housing stock by purchasing properties from the open market and directly from owners. All properties that are purchased will be improved to meet the Scottish Housing Quality Standard (SHQS). The costs of such work will be reflected in the offer price for the property.

Objectives

- **Targeting property acquisitions** to meet demand in the areas of most need as reported in the Housing Needs and Demand Assessment (HNDA).
- **Targeting property acquisitions particularly where the Council is not building new Council housing**
- Assist in the delivery of the AHP & **the Fife Homelessness Strategy**.
- Identify properties on the open market or through speculative requests from owners.
- Assist Fife in delivering the Affordable Housing programme.
- Prioritise allocating properties to homeless applicants to support **Fife's Homelessness Strategy**.
- Raise the standard of housing in Fife by improving all properties to meet SHQS.
- Work alongside Fife Council's **Private Sector** Empty Homes team to identify potential properties to acquire to bring back into use.

Policy Criteria

A property will be considered under the policy where it meets at least one of the following criteria:

1. Resolve a Homeless Situation / Prevent Homelessness.
2. To help meet housing need where there are significant pressures and limited opportunities to build new homes.
3. To facilitate Estate Action or Regeneration Schemes.
4. To facilitate New Build Schemes.
5. To meet specific housing needs.
6. To meet specific tenant's' housing needs for more appropriately sized or adapted properties by adopting a transfer-led approach to maximise housing opportunities.

1. To Resolve a Homeless Situation / Prevent Homelessness

The Council may consider purchasing properties from the open market to resolve a homeless situation and/or prevent homelessness, the focus will be to purchase larger properties (3 bed and above) to reduce the time that families with children spend in temporary accommodation.

It is proposed that the Council may purchase properties to resolve / prevent homelessness where:

- The Service has identified a suitably sized property on the open market, the properties will be purchased with vacant possession.
- The application to the Scottish Government through mortgage to rent is successful (see www.mygov.scot/home-owners-support-fund/).
- **To prevent homelessness by purchasing the property directly from the owner with a sitting tenant where the tenant has high priority medical, specific needs or to prevent children coming into temporary accommodation**
- In view of the current very high demand for the provision of temporary accommodation to meet the Council's statutory duty, property acquisitions can be made to boost the council's pool of temporary accommodation available to homeless people.

2. To meet specific tenant's needs for more appropriately sized or adapted properties

It is recognised that there is a need to ensure that council tenants can up or downsize, or move to more suitably adapted or adaptable properties, particularly where the council new housing programme does not deliver in some areas the required number of housing options for our tenants.

It is proposed that the council seek to purchase properties to satisfy transfer needs following appropriate discussion with the Head of Housing Services.

3. To help meet housing need where there are significant pressures and limited opportunities to build new homes

Significant Housing need will be determined by reference to the HNDA and cross-referenced with the AHP. Typically, repurchase will take place where:

- The AHP is likely to deliver less than 50% of the total HNDA requirement for affordable housing
- The property is a former local authority property
- The house size and type are under-represented in the local housing stock mix and demand exists
- Demand will be demonstrated through the Fife Housing Register (FHR)

The property will be purchased with vacant possession.

4. To facilitate Estate Action or Regeneration Schemes

It may be necessary to repurchase former Local Authority properties to ensure successful outcomes in terms of place-making and sustainable communities.

These will include:

- Properties in blocks of flats where the owners are unable to meet the costs of improving the block. The property can be purchased with vacant possession, or the current owner-occupier may be offered a secure tenancy.
- Properties in blocks of flats where purchasing the property would give Fife Council majority **or sole** ownership in the block. The property can be purchased with vacant possession or in exceptional circumstances the owner may be offered a secure tenancy.
- Properties in schemes where the proposal is to demolish the existing properties and build new ones. The property will be purchased with vacant possession.

Properties will generally be former Local Authority properties but **may** include other properties if included in the boundaries of a formal Estate Action or Regeneration Scheme.

5. To facilitate New Build Schemes

It may be necessary to purchase properties to gain appropriate site access or make satisfactory infrastructure works to a new build scheme.

Properties may or may not be former Local Authority properties. Normally, the property will be purchased with vacant possession for demolition. However, it may be that the site objectives can be achieved by using part of the garden ground, in which case Fife Council will only seek to purchase the land required.

6. To meet specific needs

The Council may purchase properties to be used for specific needs applicants where no suitable Council property exists, taking account of the costs to provide adaptations or alterations. The Council may also purchase a private rented property which has been specifically **substantially** adapted in a major permanent way (i.e. does not have temporary adaptations for example stair lifts or ramps) where:

- The property should normally be purchased with vacant possession
- In exceptional circumstances where there is a sitting tenant who requires the adaptations in the property the Council may look to purchase the property and offer the tenant a secure tenancy. The tenant should have a live Fife Housing Register application and there is no suitable Council house to meet the needs of the sitting tenant locally (including consideration of the costs of adapting the property).

Financial and Value for Money (VFM) Guidelines

Purchase cost will be as assessed by an appropriately qualified surveying company or the District Valuer. The price paid by the Council will not exceed the valuation unless in exceptional circumstances. A pre-requisite for agreement to purchase will be that an estimate of repairs and improvements costs to meet the SHQS will be obtained through a condition survey.

The financial guidelines for the Property Acquisitions Team within Housing Services will be reviewed annually by the Executive Director (Finance & Corporate Services) and the Executive Director (Communities). The guideline will be based on 45-50% of the equivalent new build council property cost in that year. The SHQS upgrade costs will be limited to up to £20,000 per property. Exceptions can be dealt with on an individual business case submission to the Executive Directors.

Process

The full process is available on ISOMA process management on **Fife Internet and will be publicised on the Council's Website.:**

- **The Property Acquisitions Team** should complete the Property Acquisition request form and forward it to the Area Housing Manager to consult with the Area Team, this should be signed by the Area Housing Manager and returned to the Acquisitions Team.
- The property will be subject to an internal SQHS and external valuation and VFM assessment.
- In all cases the Service Manager (Housing Condition & Supply) and Elected Members for the Ward in which the property is located must be consulted.
- The final decision to purchase will be taken by the Executive Director (Communities) in accordance with the Fife Council Scheme of Delegation.
- **Where a potential seller is a Fife Council employee or an Elected Member, it is important to protect the transaction from the perception of inappropriate influence being exercised. The Housing Service will require a Declaration of Interest form to be completed. The process will be used to evidence a process which is fair, open and transparent. That process will have at its heart the following principles:**
 - The sellers must comply with the applicable codes of conduct and will not seek to use their position to gain an advantage.
 - The purchase will be conducted by Housing staff without fear or favour as an arm's length transaction .
 - The commercial terms of the purchase will be based on an independent valuation of the property .”

Budget

The Head of Housing Services is responsible for the HRA Capital Budget to finance purchases of private properties. The budget for the Scheme is set as part of the HRA budget each financial year by Full Council. The Service Manager (Housing Condition & Supply and the Finance Business Partner will maintain a budget monitor.

Property Acquisitions are also supported by the Scottish Government through housing subsidy/grant as part of the Affordable Housing Programme.

Resources

Staff resources to support the Scheme will be drawn from Housing, Property (Estates), Legal, Finance and Building Services.

Equal Opportunities

We will ensure that no individual is discriminated against on grounds of gender or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or other personal attributes, including beliefs, or opinions, such as religious beliefs or political opinions. We will ensure the promotion of equal opportunities by translating information and documentation and providing other formats such as large print, CD and Braille, as required.

Contact

Helen Wilkie
Service Manager - Housing Condition & Supply
3rd Floor Fife House
Glenrothes
KY7 5LT

Email: Helen.Wilkie@fife.gov.uk

How to make a comment or complaint

You can do this in any of the following ways:

- Go online at <https://www.fife.gov.uk/kb/docs/articles/have-your-say2/make-a-complaint>
- Phone our general enquiries line: **03451 55 00 00** (8am-8pm Monday to Friday)
- BT Text Direct for the Deaf: **18001 01592 55 11 91**
- Visit us at any Council office and speak to a member of staff
- Write to us at: Freepost RTBZ-BBJT-BBYC, Comments and Complaints, Fife Council, Fife House, Glenrothes, KY7 5LT
- If you are deaf and have registered for the Council's SMS text service, please send your correspondence to the number given when you registered.

It is easier for us to resolve complaints if you make them quickly and directly to the service concerned. So please talk to Housing Services' staff and they can try to resolve any problems on the spot.

If you are contacting us, tell us:

- Your full name and address
- As much detail as you can
- What has gone wrong or right
- If something has gone wrong, how you want us to resolve the matter.

14 August 2025

Agenda Item No. 7

Tenant Participation Strategy 2025-29

Report by: John Mills, Head of Housing

Wards Affected: All Wards

Purpose

This report sets out Fife Council's Tenant Participation Strategy 2025-29 and action plan for approval. It is a statutory requirement for local authorities to have a tenant participation strategy and engage with tenants on a range of housing issues. The council is committed to working in partnership with tenants to make a difference to the local communities we serve.

Recommendation

Members are asked to agree the Tenant Participation Strategy 2025-29 and action plan contained within the Appendix to this report.

Resource Implications

The resources required to implement the Tenant Participation Strategy can be met within existing HRA budgets.

Legal & Risk Implications

Local authorities are obliged to have a tenant participation strategy to outline how they intend to engage with tenants on a range of housing issues including rent setting and any significant changes. The council must also maintain a list of Registered Tenants Organisations and this is available on the council's website.

Impact Assessment

An EqIA summary form has been completed –the summary form attached as Appendix 2.

Consultation

The development of the strategy was undertaken in partnership with Fife Tenants Forum. A working group was formed in 2024 and included representatives from Fife Federation of Tenants and Residents Associations (FFOTRA) and the former North East Federation of Tenants and Residents Associations (NEFTRA). There was adequate time built into this exercise to allow both Federations to consult more widely with their members.

1.0 Background

- 1.1 The Housing (Scotland) Act 2001 states landlords must publish a tenant participation strategy in consultation with their tenants. It should be flexible and support local circumstances. Landlords must take account of the views of tenants and support them to be involved in the decision-making process. This strategy provides a framework for the Housing Service and tenants to work together to help improve the services that are delivered. Effective tenant participation is about landlords listening to their tenants and agreeing with them on how their housing and local estates will be managed.
- 1.2 Work on the new strategy began in early 2024 and included a review of what had worked well and how we could build on this for the future. This exercise was undertaken in partnership with the Fife Tenants Forum. A working group was formed consisting of representatives from Fife Federation of Tenants and Residents Associations (FFOTRA) and the former North East Federation of Tenants and Residents Associations (NEFTRA). We also considered the [Scottish Government's Guide to Successful Participation](#) and examined strategies adopted by other local authorities.
- 1.3 The Tenant Participatory Advisory Service (TPAS) were engaged to act as a critical friend and assessed the contents of this strategy. Their feedback was taken on board and TPAS have confirmed this document will be compliant should we apply at a future date for formal accreditation. Going through the accreditation process offers landlords an independent assessment of their tenant participation, recognises best practice and identifies opportunities for improvement. Having a tenant participation strategy in place and being able to demonstrate this has been produced in consultation with tenants is part of the evidence needed for any submission.

2.0 Issues and Options

- 2.1 A key objective of the strategy is to enhance participation so tenants can be involved in various ways and at different levels to suit their needs. At a local level, tenants can become involved with tenants and residents' associations to have their say and make improvements in their local communities. Through the work of FFOTRA, tenants can influence more strategic decisions including how their rent is spent, being involved in policy reviews and performance monitoring.
- 2.2 We are committed to ensuring representation from tenants' organisations across Fife. It is our aim to have one umbrella organisation to represent their interests on a Fife wide basis. This will be achieved on an incremental basis and FFOTRA have initially agreed to extend their geographical boundaries into Glenrothes where there has been a gap for some time. It is hoped FFOTRA will then move into North East Fife to support the tenants' organisations in this area. This will ensure consistency in tenant representation and support across the different areas.
- 2.3 There is a need to develop a wider range of engagement opportunities to suit all our tenants' needs including those from under-represented groups. It is accepted that not all tenants are interested in committing their time to formal methods of participation. We will reach out and engage with a wider range of tenants through more informal means including community events, drop-in sessions and estate walkabouts.
- 2.4 It is accepted some tenants who do not wish to get involved in traditional face to face activities may find various digital options a more convenient way to engage with the council. The council's online consultation hub will be used to gather feedback on rent setting and other housing issues. It can also be used to report back on findings from consultation exercises. A tenants' portal is also being developed as a module on the CX Housing Management System.

- 2.5 The tenant participation strategy and action plan will be reviewed annually by Fife Tenants Forum to ensure progress is made towards achieving the agreed milestones. Tenants will be kept updated on this through relevant articles in Down Your Street, the tenant participation pages on www.fife.gov.uk and social media.

3.0 Conclusions

- 3.1 This Strategy outlines how we will deliver tenant participation within Fife and work in partnership with our tenants to improve service delivery. Tenant participation should be embedded into how we operate as a Housing Service. We want to ensure that tenants' voices are heard and influence the decisions that affect them most.
- 3.2 The tenant participation strategy will help meet one of the core competencies needed to qualify for TPAS accreditation. It demonstrates the desire for a strong tenant and landlord partnership. We had previously achieved gold standard and held this award for three years. The implementation of this strategy will be a step in the process to achieving TPAS accreditation and we hope to obtain this level of national recognition again in the future.

John Mills
Head of Housing Services

List of Appendices

1. Fife Council Tenant Participation Strategy 2025-29
2. EqlA summary

Report Contact

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Fife Council Housing Service

Tenant Participation Strategy 2025–29

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Foreword



Cllr Judy Hamilton

Spokesperson for Housing and Building Services

“On behalf of Fife Council, I am delighted to introduce our 3rd Fife Tenant Participation Strategy 2025 – 2029. I would like to extend my thanks to the Fife Tenants’ Forum and the two Tenants’ Federations for their hard work to pull this together with Housing Services.

The Council, as part of this strategy is also committed to working with residents, community councils, and other community groups to promote community engagement to respond to local priorities.

Our Tenants are at the heart of our Housing Services - we work alongside tenants and involve tenants in our policy and practice to ensure that our services meet their needs. We are seeking for our policy to be tenant led in the development of Housing Services.

Our commitment to working with tenants is considered to be among the best in Scotland, and has previously been awarded as “Tenant Participation Organisation of the Year “

I hope through this strategy, we can build on that success.

This is a very ambitious strategy because we want all of our tenants to work with us and we can develop Housing Services together.

I would commend this strategy and wish all of our tenants every success in their work with us over the next 4 years.”

Foreword



John Mills
Head of Housing Service

“Fife Council has a very special relationship with our tenants. Tenants pay a rent to receive a range of housing services, but they also expect that we improve and build council houses for the next generation of tenants. Tenants should have a significant influence over the rent they pay and the delivery of much needed housing services in Fife.

This 3rd tenant participation strategy is a joint commitment from the council and tenants representatives to develop and enhance tenant participation underpinning service improvement and accountability. Fife has always enjoyed a strong and positive relationship with the tenants’ movement, and we hope that this will continue through the implementation of this Strategy over the next 4 years.”



Alan Dalby
Chairperson of Fife Tenants Forum

“The tenant movement has experienced positive changes over the past year, and the future of the Forum looks brighter as it continues to grow stronger. In Fife, we are leading the way in tenant participation, thanks to the dedication of volunteers from the Fife Tenant Forum, the Tenants/Residents Federation, and various tenant groups. This progress is further supported by the cooperation of Fife Council, Housing Services, and the Tenant Participation teams.

Having recently been appointed as Forum Chairman, I aim to leverage my experience as FFOTRA Chairperson and my work with other groups. With the support of NEFTRA, I am committed to empowering tenants to enhance the areas where they live.”

Aims and objectives of the strategy

Aim

This strategy outlines how we will deliver tenant participation within Fife, and it should be embedded into how we operate as a Housing Service. We are committed to ensuring tenants' voices are heard, influence decisions and shape how we deliver our services. The overall aim is to work in partnership with tenants to make improvements and target resources to where they are needed most.

Objective 1

Provide opportunities for tenants to engage with the Housing Service in ways that are convenient to them. At a local level, tenants can have their say by joining tenants and residents' associations. Through the work of the Federation tenants can influence housing policy, scrutinise performance and have their say on how budgets should be spent.

We accept some tenants do not want to commit to formal methods of participation. It is important we extend our reach to include under-represented groups and will do so through engaging with tenants at estate walkabouts, drop-in sessions and at various community events.

Objective 2

Promote digital options as a more convenient way for tenants to engage with us and for those who do not wish to get involved in traditional face to face activities. The Council's online consultation hub will be used to gather feedback on rent setting and other housing issues as well as a method to report back on the findings of consultations. A tenants' portal is also being developed as a module on the CX Housing Management System.

Objective 3

We are committed to involving tenants in reviewing our performance and the production of the annual performance report. Tenant led scrutiny panels review how well services are being delivered and their feedback is used to make improvements. Topics for scrutiny are selected by tenants based on the results of the Scottish Housing Charter Report and the annual tenant satisfaction survey.



How the strategy was developed

The Housing (Scotland) Act 2001 specifies that Fife Council must have a Tenant Participation Strategy and engage with tenants on a range of housing issues. For example, we should

- Maintain a register of Registered Tenants Organisations
- Ask tenants their views about how we set out our rents and other significant changes, such as the changes brought by the 2014 Housing Act.

The process for the development of the strategy began in early 2024. This involved a review of the existing strategy to determine what had worked well and how we could build on this for the future. This exercise was undertaken in partnership with the Fife Tenants Forum. A working group was formed consisting of representatives from Fife Federation of Tenants and Residents Associations (FFOTRA) and the former North East Federation of Tenants and Residents Associations (NEFTRA). We considered the Scottish Government's Guide to Successful Participation and examined strategies adopted by other local authorities.

There was adequate time built into the process for the Federations to consult with their members and other organisations on what our ambitions should be for the future. This ensured a wider input from the tenants' movement across Fife. It was agreed that key achievements to date included:

Achievements so far

- 🏠 There are currently 32 tenants' groups operating Fife wide.
- 🏠 Fife Tenants Forum have contributed to policy reviews and the rent setting exercise.
- 🏠 We have used various methods of consultation including recent research that involved interviews with homeless families to gain an understanding of the impact of living in temporary accommodation.
- 🏠 Support has been provided to Tenant Led Scrutiny Panels and their findings have been reported to the Council's People and Communities Scrutiny Committee.
- 🏠 Fife Tenants Forum contribute to the Annual Return on the Charter performance report for the Scottish Regulator
- 🏠 FFOTRA have moved to a shop front on the High Street, Kirkcaldy and this has helped to them to promote their work and to engage with tenants.
- 🏠 Linktown TRA won a TPAS award in 2022 for going the extra mile to help their community. Central Burntisland were awarded the runner up for Champion of the Year Group 2023 and Ian Ralph won the Alan Ferguson Champion of the Year 2023 Tenant or Resident. In 2024, Auchmuty and Dovecot TRA were runners up in Tenant Team of the Year category and Christine Ritchie of Brucefield TRA won Tenant of the Year.
- 🏠 Down Your Street now has tenant representation on the editorial board. There are three editions produced per annum with more

tenant led articles and it continues to be available online as well as being delivered to tenants' homes.

- 🏠 Training materials including videos have been developed to increase both elected member and staff knowledge of tenant participation.
- 🏠 Improved our social media presence and explored the use of technology to consult with tenants including the council's new online consultation platform as part of the rent setting exercise.
- 🏠 Tenant Participation has worked jointly with Safer Communities colleagues to promote services at local events.
- 🏠 Kathleen Lagner, Secretary of Brucefield TRA was nominated by MSP Shirley-Anne Somerville to be Dunfermline's city hero at the Scottish Parliament's 25th anniversary event in September 2024. Kathleen was also nominated and won the Dunfermline Press Community Champion of the Year 2024.
- 🏠 Housing Estate Area Action Plan areas have been established in Linktown and Sinclairtown in Kirkcaldy and Auchmuty in Glenrothes. This is about working in collaboration with tenants and residents to agree actions to improve the condition of the housing estate. This approach will be replicated across other areas in Fife.



Reasons for a strategy and the benefits of tenant participation

In developing this strategy, we fully recognise the importance of tenants understanding the processes involved in delivering Housing Services and more importantly can influence decisions important to them and their local communities. Through their lived experience tenants can provide us with an invaluable insight into the effectiveness of the services they receive. In this challenging financial climate, it is important that we listen to what are our tenant's priorities and ensure they receive value for money.

The key to the success of the strategy will be improving tenants' ability to influence how services are delivered. We are committed to working in collaboration with other partners to improve wider council services for the benefit of our communities.

It is important that we make best use of our resources to strengthen the impact of tenant participation. This will include increasing our online presence to encourage more involvement and from a broader demographic.

Current structure of tenants' movement in Fife

The Fife Forum

Fife Tenants and Residents Forum is an umbrella organisation and was originally made up of representatives from three Federations that operated across Fife. We now only have FFOTRA who have a geographical base that covers a number of main settlements across Fife. There is



currently a gap in Glenrothes and North East Fife since these two Federations cease to exist.

Regular meetings are held with senior officers, mainly from the Housing Services. We use this opportunity to review policy and consult on proposed service changes or improvements. Fife Tenant and Resident Forum has an important role in scrutinising performance and ensuring rent payers' money is spent wisely. The remit includes supporting the work of the Fife Tenant Led Scrutiny Panels.

Fife Federation of Tenants and Residents Association (FFOTRA)

We provide a single point of contact for both member TRA's and funders and are an umbrella organisation bringing together tenants' views and ensuring these are directed where they can have the most impact on change. Covering Levenmouth to Kincardine - moving inland through Kelty, the Lochs to Kirkcaldy Area.



The Board of Management is elected annually by its membership and is supported in its work by its FFOTRA Manager, Admin Assistant and an active board. It remains true to its original aims and objectives to:

- Promote, support and encourage the development of TRA's
- Promote the provision and maintenance of decent affordable housing
- Strive for a maximum degree of influence and participation for

tenants and their associations in the improvement of their homes

- Bring together TRAs to pursue common action and goals throughout Fife
- Promote and represent the interests of its TRAs and wider community through consultation, negotiation and active campaigning.

The future ahead

We recognise the importance of having a strong tenant voice to influence housing policy and budget priorities. It has been agreed that the tenants' movement would be strengthened by FFOTRA being Fife wide and it is hoped this will be achieved on an incremental basis. It would benefit tenants across Fife to have one umbrella organisation, and this is our ambition for the future.

We are committed to ensuring representation from tenants' organisations across Fife. It is a priority for us to increase tenant participation in Glenrothes and support the work of the existing tenants and residents' associations in this area. FFOTRA have decided to initially expand their geographical boundaries to include Glenrothes so we can also have tenant representation in this part of Fife.

FFOTRA will continue to have an office presence in the High Street, Kirkcaldy and this has been a successful move. Opportunities will be explored to ensure that support is accessible to tenants and residents associations in the other main settlements in Fife. This is an exciting time to grow tenant participation and ensure the structures that are in place are fit for purpose. It is important that the interests of tenants are well represented across the Kingdom of Fife. We aim to build on the many achievements to date and make

the tenants' movement sustainable into the future.



Links to other strategies and services

The Tenants Participation Strategy fits with the wider Council and Housing Services priorities. It highlights how working together we can engage with tenants to improve services and local communities.

The Plan for Fife states that Fife should be a place where communities really matter, where people set the agenda and contribute to how change is being delivered. A key ambition is for community led services where Fife's communities and individuals are more involved in local decision making and in helping to plan and deliver local services.

The Local Housing Strategy (LHS) 2022-27 provides a plan for housing improvement across all tenures and is based on the following five key priorities:

- Ending Homelessness
- More homes in the right place
- A suitable home
- A quality home
- A warm low carbon home

It was developed by the Fife Housing Partnership whose membership includes tenant representatives from the Federation and senior officers from Fife Council and partner organisations. It provides a range of housing outcomes to address housing needs and aspirations aiming to 'Provide housing choices for people in Fife'

How we will keep tenants informed

The information we provide will be clear, helpful and in plain language. Depending on the needs of the individual, we will vary the methods of communication used to share information. We will work with Fife Centre for Equalities to provide information in ways that meets the needs of all our communities in Fife.

Tenants have told us that email and social media are user friendly ways to communicate and it's also helpful to receive information direct from their Housing Management Officer. We will keep tenants informed through:

- Down your Street magazine that is delivered to every tenant's home and contains useful information and tenant led articles
- New tenants receive a handbook to help them manage their tenancy
- www.fife.gov.uk has dedicated tenant participation pages
- Tenant Participation Facebook page
- Annual Tenants Conference, roadshows and pop-up events
- Work in partnership with local colleges and attend information events targeted at young people
- Support the Fife Sheltered Forum to understand the needs of older and disabled tenants
- Annual reports on the Annual Return on the Charter
- Publishing Area Housing Plans that set out future priorities
- Attending face to face meetings with Federations and Tenant and Resident Associations.



Consultation methods

All tenants should have a voice and can influence the services they receive. Underpinning this strategy is our objective to encourage tenants to become involved from under-represented groups and ensure tenant participation is open and accessible to everyone. For example, younger people tend not to be involved with formal meetings, and it will be a priority for us to reach out to this group through more creative means.

Only through working alongside our community planning partners (statutory and voluntary) will we find better ways to deliver services.

The aim is to consult with tenants in a variety of ways, including:

- At a strategic level we attend regular meetings with the Fife Tenants Forum so tenants can be involved with the scrutiny of services, how their rent is spent, reviews of housing policy and holding us to account through the annual Scottish Social Housing Charter Performance Report.
- At a local level we work closely with tenant and resident associations to improve the condition of the area where they live and address issues that are important to them.
- The Area Housing Plans are developed through direct consultation with the Federation and use of an online survey. These are approved by area committees based on tenants' feedback.
- The annual tenants conference allows us to consult with tenants on the rent setting exercise and how their money is spent. It provides tenants with the opportunity to meet with housing staff, elected members and the Federation. The feedback from the conference informs the rent increase options, and the services

tenants wish to see prioritised.

- Through the Down Your Street publication tenants can vote on their preferred rent option by returning a pre-paid survey form, use of a QR code or online survey.
- We use the council's online consultation hub for consulting on the rent options and other important issues.
- A tenants portal is being developed as part of the Housing CX Management System and will provide us with the opportunity to consult with the wider tenant base.
- The Tenant Participation Team works closely with community planning partners and attends various road shows, galas and community events to encourage tenants to become more involved.
- Arrange focus groups on areas of policy that need to be reviewed. Tenants and housing applicants were able to give us their views at an event arranged as part of the allocations policy review.
- Annual tenants satisfaction survey is conducted face to face with a higher sample of tenants and now provides us with information on an area basis.
- We will allow a minimum period of two months to consult on issues that change tenancy conditions and responsibilities.
- Where appropriate we will link in with consultation and engagement opportunities provided by partners, raising awareness of TP and gathering tenants' views.

Giving tenants feedback

This is the most important part of the participation process as we need to let tenants know how their opinions have helped shape policy and service delivery. If you keep tenants informed, they may be more willing to continue their involvement. We aim to provide feedback no later than six weeks after a consultation by:

- Individual letters or email.
- Relevant articles in Down Your Street
- Newsletters targeted at neighbourhoods and estate action areas.
- Fife.gov and social media
- Through regular meetings with the Federations and Tenants and Residents Associations.
- Promote news articles in local press
- Digitally through the development of the tenants' portal on CX.
- Taking opportunities provided by partners to update tenants, for example newsletters, social media or direct face to face.

Performance standards

We work in partnership with tenants and residents. This means listening to and respecting the views of our tenants and providing opportunities for meaningful engagement. We have agreed with the Tenants Forum we will:

- Set the agenda together
- Share information with each other
- Respect each other
- Care for everyone
- Listen to each other
- Communicate well
- Show trust

Resourcing tenant participation in Fife

It is important resources are in place to allow tenant participation to develop and flourish. We have a team of three tenant participation officers who are dedicated to supporting tenant consultation and engagement activities across Fife. They can assist by:

- Providing advice on funding and how to set-up tenant and resident associations
- Offering training and support to tenant groups and other colleagues
- FFOTRA also offer training including committee skills and the role of office bearers
- Work with FFOTRA and assist with consultation events
- Encouraging under-represented groups to participate
- Publishing Down Your Street and performance results
- Ensure feedback is provided following consultation to show how tenants views have influenced decisions made
- Engage through social media and use technology to keep tenants informed
- Promote the value of tenant participation at gatherings and community events
- We also make use of our TPAS membership and encourage tenants to attend conferences and training events.

For 2025/26 a budget of £462k has been allocated for tenant participation including staffing costs. We grant fund the Fife Tenants Forum and FFOTRA so they can work independently to represent the interests of tenants. Grant funding is also provided to the local tenant and resident associations to help with their running costs. We also fund publications and surveys, training and consultation events.

Grants to tenants' organisations	£ 209k
Staffing costs	£150k
Publications	£67k
Events	£22K
Advertising	£9k
Training	£3k
Travel and other costs	£2k

Working with registered tenant organisations (RTOs)

Registered tenants organisations (RTOs) have a recognised role in the tenant participation process and have a legal right to be consulted. We will update annually the public register that is available on the tenant participation pages on www.fife.gov.uk and this will contain:

- List of RTOs in Fife
- Geographical area that they cover
- Contact details of the office bearers
- Other relevant details including social media coverage.

We encourage tenants to establish TRAs and RTOs within their communities. This gives tenants a voice and the opportunity to make local improvements. The Tenant Participation Team are on hand to offer provide advice, training and funding to assist groups.



Equality of opportunity for all

We want to ensure tenant participation is open and accessible to everyone. The Service commits to listening to and respecting the views of our tenants and providing meaningful engagement. We understand there can sometimes be barriers to participation that can prevent individuals from taking part and are happy to assist where possible. This will include holding meetings at accessible venues, making digital hearing facilities available, training, covering out of pocket expenses and providing transport when required. We may also be able to pay for childcare or other caring costs to allow tenants to attend meetings.

We will target groups who are traditionally under-represented including gypsy travellers, LGBTQ, care leavers and younger tenants and encourage them to become involved, when appropriate, accessing support and guidance from partners such as Fife Centre for Equalities.

A commitment to equality of opportunity must also be reflected within the Fife Tenants Forum, FFOTRA and Tenant and Resident Associations. They should involve and represent all sections of their community. Tenants and Residents Associations who act in a discriminatory way could be subject to removal from the Register of Tenants' Organisations.

How the strategy will be reviewed and monitored

Fife Tenants Forum meets quarterly involving tenant representatives from FFOTRA, the Housing and Building Services Convener and senior managers from the Housing Service. This Group is responsible for ensuring progress is reported and achieved on the actions and milestones set out in the strategy. An annual review of the strategy and action plan will be undertaken by a sub-group of Fife Tenants Forum.

Tenants will be updated on progress and any amendments to the strategy through relevant articles in Down Your Street, the tenant participation pages on www.fife.gov.uk and through social media.

Appendix - Action Plan • 2025 - 2029

This plan demonstrates how we will work in partnership to provide meaningful opportunities for tenants to participate in Housing Service decisions.

Community Led Services

Objective	How we will do this	Timescales	Outcome
(1) Undertake a programme of tenant led scrutiny	<ul style="list-style-type: none"> • Minimum of one scrutiny panel reports completed per annum. • Federation to recruit and retain their panel members. • Training and budget made available for consultant to support this process. 	Annual	<ul style="list-style-type: none"> • Findings of panel reports to be considered by Fife Council People and Communities Scrutiny Committee • Feedback to be provided to Panels on how their recommendations have resulted in service improvements.
(2) Maximise tenant involvement in the rent setting consultation.	<ul style="list-style-type: none"> • Deliver rent consultation events in partnership with the Federation. • Use digital means to consult with tenants including the Citizens Space platform and the new Tenants Portal. 	2025-29	<ul style="list-style-type: none"> • Tenants involved with rent setting decisions and agree budget priorities. • Reach out to a wider audience and make it easier for tenants' views to be heard.
(3) Performance Review	<ul style="list-style-type: none"> • Fife Tenants Forum contribute to the Annual Return on the Charter performance reports. • Work with tenants to ensure performance information is shared in a user-friendly format. • Fife Tenants Forum reviews the TP Strategy 	Annual	<ul style="list-style-type: none"> • Tenants influence improvements to service delivery • Improve how we feedback to tenants on performance issues <p>Ensure progress is reviewed and reported regarding the actions and milestones in this strategy.</p>

Action Plan • 2025-2029

Objective	How we will do this	Timescales	Outcome
(4) Annual Tenant Satisfaction Survey	<ul style="list-style-type: none"> • Tenants Forum agree the format of the tenant satisfaction survey. 	2025	<ul style="list-style-type: none"> • Results reported back to Fife Tenants Forum • Key findings from results published in Down Your Street and Tenant Participation Facebook page. • To be used to influence service improvements
(5) Ensure tenants' views influence Area Housing Plans through the Federation, Tenants & Residents Associations and other methods of consultation.	<ul style="list-style-type: none"> • Create opportunities for tenants to be involved including through digital surveys and social media. • Enhance tenant input to Area Housing Plans that are reported to Area Committees. 	2025-29	<ul style="list-style-type: none"> • Federations views reflected in the Area Housing Plan priorities. • Tenants influence decision making and improvements in local communities.

Action Plan • 2025-2029

Objective	How we will do this	Timescales	Outcome
(6) Tenants, tenants' groups and the Federation should be consulted on changes that significantly affect them including policy, rent setting, tenancy conditions and planned improvement works.	<ul style="list-style-type: none"> • Agreed consultation approach for implementation of 2014 Act. • Policy reviews discussed at Fife Tenants Forum. • Consultations at a local level through TRAs and with tenants about any changes that affects their homes and neighbourhoods. • Tenants play a key role in the development of Area Estate Action Plans. • Agreed relevant consultation approach and information sharing about new builds and regeneration programmes. 	2025-29	<ul style="list-style-type: none"> • Be able to demonstrate that tenants' views have been taken on board as part of any policy review and rent setting exercise. • Tenants voice is heard and influences decision making and improvements in services and communities. • TRAs involved in estate management walkabouts and improvements in their area.
(7) Improve how we feedback to tenants using technology.	<p>Continue with traditional methods including through Down Your Street, FFOTRA, Tenants and Residents Associations and individual meetings with tenants.</p> <ul style="list-style-type: none"> • Use the council's consultation hub, and tenants portal when it becomes available, to consult with and inform tenants 	2025-29	Effective feedback to tenants on progress and consultation outcomes.

Action Plan • 2025-2029

Objective	How we will do this	Timescales	Outcome
(8) Increase the number of TRAs/RTOs and target areas in Fife with low levels of participation including Glenrothes and North East Fife.	<ul style="list-style-type: none"> • Increase by 5 • Map existing TRA's to show geographical coverage. • Support the Federation and TRA's to grow and retain membership. • Reach out to younger tenants who are not usually involved in organised groups 	2025-29 2025 2025-27 2026/27	<ul style="list-style-type: none"> • Grow the tenants' movement across Fife and focus on communities and groups who are underrepresented. • Increased number of tenants involved • Tenants voices are heard and influence decisions.
(9) Increase social media presence to promote tenant participation and digital opportunities to consult.	<ul style="list-style-type: none"> • Increase social media presence to promote tenant participation. • Electronic surveys x2 per annum including for the rent consultation exercise. • Use digital platforms to reach out to a wider tenant audience for consultation and information provision. 	2025-29	<ul style="list-style-type: none"> • Make it easier for tenants to have their say and increase the level of returns on the rent consultation exercise. • More tenants influence decisions and service improvements. • Tenants receive information in most efficient format.
(10) Involve tenants in planning Fife wide and local events.	Tenant involvement in annual rent setting events <ul style="list-style-type: none"> • Support TRAs in their local consultation/ promotional events and fun days. 	Annual	<ul style="list-style-type: none"> • Ensure Fife wide events are accessible and relevant to tenants. • Tenant engagement is maximised.

Action Plan • 2025-2029

Objective	How we will do this	Timescales	Outcome
<p>(11) Engage with underrepresented groups. This will include:</p> <p>Younger tenants and Gypsy Travellers as part of a planned programme of works at their sites.</p>	<ul style="list-style-type: none"> • Consult in ways that are user friendly and meet different needs. • Use technology to consult including the use of online surveys. • Hold events in informal settings to reach the target audience • Build relationships with Fife Centre for Equalities 	2025-29	<ul style="list-style-type: none"> • More involvement from underrepresented groups and communities. • Ensure a more representative demographic is involved in tenant engagement.
<p>(12) Tenants have a key role in communications strategy.</p>	<ul style="list-style-type: none"> • Tenant representation on the Down Your Street Editorial Group. • Information produced by the Tenant Participation Team is plain English checked • Support Tenants and Residents Groups with newsletters and having a Facebook/Social media presence. 	<p>2025</p> <p>Annual</p> <p>Annual</p>	<ul style="list-style-type: none"> • Tenants are provided with relevant information in plain English and within reasonable timescales. • Tenant engagement is maximised, and influence decision making and service improvements.

Action Plan • 2025-2029

Objective	How we will do this	Timescales	Outcome
(13) Promote a positive culture of tenant participation throughout the Housing Service.	<ul style="list-style-type: none"> • Induction training provided for new staff and Elected Members • Refresher training provided for Area Housing staff. • Elected member support 	2025-29	<ul style="list-style-type: none"> • Increased tenant satisfaction with opportunities to participate • Housing teams understand the value of tenant engagement • Elected member engaged with tenant activity
(14) Undertake external accreditation/ involve tenants in assessing Service performance	<ul style="list-style-type: none"> • Achieve TPAS accreditation 	2026/27	<ul style="list-style-type: none"> • Ensure any areas recommended for improvement are implemented.
(15) Resource Plan for tenant participation.	<ul style="list-style-type: none"> • Review as part of the budget setting exercise how resources are spent. 	2025-26	<ul style="list-style-type: none"> • Ensure the tenant participation budget supports the successful delivery of this strategy.
(16) Ensure the tenants movement is sustainable and fit for purpose in the future.	<ul style="list-style-type: none"> • FFOTRA to extend geographical boundaries to include Glenrothes Area. • Support FFOTRA to work towards representing the interests of tenants Fife wide. 	By the end of 2025. 2026/27	<ul style="list-style-type: none"> • Tenants have a stronger voice through Federation coverage across all areas in Fife. • Expertise, resources and good practice shared to promote effective participation.

We encourage all our customers to get involved and influence the housing services we deliver.

For more information about how you can do this contact the Tenant Participation Team:

Email: tenantparticipation@fife.gov.uk

Online: www.fife.gov.uk/tp

By Post: Tenant Participation Team, Kirkcaldy Customer Service Centre, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD and tape on request by calling **03451 55 55 00**



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Cantonese

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Polish

Polskojęzyczna linia telefoniczna: 03451 55 55 44

Urdu

اُردو زبان کے لیے ٹیلیفون نمبر 03451 55 55 66

Equality Impact Assessment Summary Report

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

Cabinet Committee on 14th August 2025

What are the main impacts on equality?

The Tenant Participation Strategy 2025 outlines how we will engage with our tenants to improve service delivery. There are already a wide variety of ways available for tenants to engage with the Housing Service. We are keen to offer flexible and online engagement options to attract more tenants.

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

We emphasise the need for equality of opportunity for all tenants in section 12 of this Strategy. We are committed to ensuring tenant participation is accessible to everyone. Groups who are traditionally under-represented including gypsy travellers, LGBTQ, care leavers and younger tenants will be encouraged to become involved and where appropriate offered support to do so.

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

The Housing Service is committed to listening and respecting the views of all our tenants and providing meaningful engagement. Where appropriate we will access support from our partners including Fife Centre for Equalities.

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

Joan Lamie

Service Manager Housing Estates and Safer Communities

Joan.Lamie@fife.gov.uk

Outstanding Remits from Committees

Title	Service(s)	Comments
11th September, 2025		
Pay Strategy and Job Evaluation Project	Human Resources	As agreed at 30.11.23 Cabinet meeting - para. 188 of 2023.CC.103 refers - Cabinet Committee Minute - 30th November 2023 - see also para. 4.1 of report - updates to be brought back to Cabinet. UPDATE - Deferred from June to September 2025.
9th October, 2025		
Pedestrian and Cyclist Access to Household Waste Recycling Centres	Environment and Building Services	As agreed at 11.01.24 Cabinet meeting - para. 199 of 2024.CC.110 refers - Cabinet Committee Minute - 11th January 2024 - Deferred to a future meeting. UPDATE: CIRECO to undertake a full health and safety review of all their facilities. Report to Cabinet deferred to October 2025.
Scaling Up Housing First in Fife	Housing	As agreed at 6th March 2025 meeting - para 343 of 2025.CC.181 refers - Cabinet Committee Minute - 6th March 2025 - Noted next steps and further reporting as detailed in section 3 of the report. UPDATE (July 2025): Deferred to October to allow partners and services to discuss the evaluation at a workshop event being held in autumn.
Community Wealth Building - Progress Report	Property Services	As agreed at 10.10.24 Cabinet meeting - para. 293 of 2024.CC.155 refers - Cabinet Committee Minute - 10th October 2024 - Annual report to be provided of future CWB achievements.
Affordable Housing Phase 4	Housing	As agreed at 6th March 2025 meeting - para 343 of 2025.CC.181 refers - Cabinet Committee Minute - 6th March 2025 - Noted next steps and further reporting as detailed in section 3 of the report. (Deferred to June as projects being re-prioritised for the period 2026-29 to assist with the Housing Emergency.)
Housing Allocation Policy Review Update	Housing Services	As agreed at 03.04.25 Cabinet meeting - para. 355 of 2025.CC.187 refers - Cabinet Committee Minute - 3rd April 2025 - Report back to Cabinet in Autumn 2025.

Title	Service(s)	Comments
6th November, 2025		
Education Service Anti-Bullying Policy	Education	As agreed at 02.11.23 Cabinet meeting – para. 169 of 2023.CC.93 refers – Cabinet Committee Minute - 2nd November 2023 - Report to be brought back in a year's time. UPDATE (July 2025): Working Group recently established - update report being submitted November 2025.
Fife Bus Network Review	Roads and Transportation Service	As agreed at 30.11.23 Cabinet meeting - para. 185 of 2023.CC.102 refers - Cabinet Committee Minute - 30th November 2023 - A report be brought back to a future meeting of the committee providing options for the council to begin the provision of not for profit bus services. UPDATE: Deferred from August to November 2025.
Mothballing of Kirkton of Largo Primary School Review	Education	As agreed at 09.01.25 Cabinet meeting - para. 322 of 2025.CC.170 refers - Cabinet Committee Minute - 9th January 2025 - A further report be brought back to committee no later than December 2025 reviewing the decision.
Tackling Marine Pollution - Membership of KIMO UK and KIMO International - Update	Planning	As agreed at 01.05.25 Cabinet meeting - para. 369 of 2025.CC.196 refers - Cabinet Committee Minute - 1st May 2025 - Six monthly update to be submitted on progress of KIMO membership.
4th December, 2025		
Short-Term Let Control Areas Update	Planning	As agreed at 03.04.25 Cabinet meeting - para. 358 of 2025.CC.189 refers - Cabinet Committee Minute - 3rd April 2025 - A report to Cabinet in December 2025/January 2026 would further comprehensively address the risk and benefits of promoting a STLCA in Fife.

Unallocated		
Social Housing Net Zero Standard (SHNZS) - Scottish Government Consultation Response	Housing Services	As agreed at 07.03.24 Cabinet meeting - para. 223 of 2024.CC.122 refers - Cabinet Committee Minute - 7th March 2024 - A further report be brought back to Cabinet later in 2024. UPDATE: December 2024 - Deferred from January 2025 meeting as Scottish Government announcement on SHNZS is still awaited. An Elected Members' Briefing to be issued meantime.

Title	Service(s)	Comments
Unallocated		
Fife Council's Arm's Length External Organisations - Governance Arrangements	Legal and Democratic Services	Further to the 5th December, 2024 Cabinet meeting and following discussion at CPLG, all elected members have been invited to attend a meeting on the role of ALEOs to provide feedback and inform next steps.
Fife Transient Visitor Levy Scheme	Business and Employability	As agreed at 03.04.25 Cabinet Committee - para. 362 of 2025.CC.192 refers - Cabinet Committee Minute - 3rd April 2025 - Draft Levy Scheme to be developed and brought back to Cabinet Committee for approval prior to statutory consultation.