

## Cowdenbeath Area Committee

Committee Room 2, 5th Floor, Fife House, North Street,  
Glenrothes – Blended meeting.



Wednesday, 6 September, 2023 - 2.00 p.m.

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### AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of Cowdenbeath Area Committee on 14 June 2023. 3 – 9
4. **SINGLE AMENDMENT TO THE CORE PATH PLAN CARDENDEN** – Report by the Head of Communities and Neighbourhoods Service. 10 – 13
5. **COMPLAINTS UPDATE** – Report by the Executive Director, Communities. 14 – 39
6. **AREA ROADS PROGRAMME 2022/23 - FINAL REPORT** – Report by the Head of Roads and Transportation Services. 40 – 46
7. **PUPIL EQUITY FUND REPORT 2021-22** – Report by the Executive Director, Education and Children’s Services. 47 – 57
8. **COWDENBEATH AREA LOCAL COMMUNITY PLAN - PLAN 4 COWDENBEATH AREA 2023 - 2026** – Report by the Head of Communities and Neighbourhoods Service. 58 – 75
9. **AREA BUDGET AND PROJECT PROGRESS REPORT** – Report by the Head of Communities and Neighbourhoods Service. 76 – 92
10. **COWDENBEATH AREA STAFFING RESOURCE** – Report by the Head of Communities and Neighbourhoods Service. 93 – 96
11. **COWDENBEATH AREA YOUTH WORK UPDATE** – Report by the Head of Communities and Neighbourhoods Service. 97 – 101
12. **COWDENBEATH AREA FORWARD WORK PROGRAMME** – Report by the Service Manager - Committee Services. 102 – 107

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

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

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

30 August, 2023

If telephoning, please ask for:  
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### **BLENDING 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 - COWDENBEATH AREA COMMITTEE – BLENDED MEETING**

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

**14 June 2023**

**2.00 pm – 4.10 pm**

**PRESENT:** Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb and Darren Watt.

**ATTENDING:** Anne-Marie Vance, Community Manager (Cowdenbeath Area); Scott Blyth, Project Manager, Community Development; Patricia Galfskiy, Policy Officer, Community Development Team (Cowdenbeath); Margaret King, Community Education Worker; Kirsty Mcelhinney, Community Education Worker; Amanda Cathrew, Housing Team Manager; Patricia Spacey, Safer Communities Team Manager; Brian Westwater, Safer Communities Lead Officer; Allan Maclean, Lead Consultant, Sustainable Traffic and Travel; Lesley Craig, Lead Consultant, Traffic Management North; Keith Johnston, Technician Engineer, Traffic Management South; Ryan McQuade, Fife Property Gazetteer Officer, Business and Economy Service; Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Community Inspector Hazel Crielly and Community Sergeant John Nicol, Police Scotland and Station Commander Jenny Murray, Scottish Fire and Rescue Service.

Prior to the start of Committee business, the Depute Convener acknowledged the support and dedication of Gary Daniell during his time in post as Area Community Development Team Manager, Communities and Neighbourhoods Service. Gary had delivered a range of projects benefitting communities across the Cowdenbeath Area and on behalf of the Committee, wished Gary well in his new post and welcomed Izzy Scott-Trimmm as Gary's successor.

**55. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 7.1.

**56. MINUTE**

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 29th March, 2023.

**Decision**

The Committee:-

- (1) agreed to approve the minute;

## 2023 CAC 33

- (2) in regard to para. no 46 in the minute (2023 CAC 27), Motion on School Meals Provided at Lochgelly and Beath High Schools, noted that members had not received regular updates from the Education or Facilities Management Services regarding the possibility of increasing portion sizes and whether appropriate measures had been introduced to alleviate concerns over young people feeling hungry after eating lunch at school, or on further developments between both Schools, and requested that members were provided with an update on progress;
- (3) in regard to para. no 53 (2) - Cowdenbeath Forward Work Programme, noted that the report on Youth Provision and Anti-Social Behaviour would be presented to the Committee meeting on 6th September, 2023;
- (4) in regard to para. no 53 (3) and (4) - Cowdenbeath Forward Work Programme, noted an update from Councillor Erskine that a report covering Lochgelly Town Hall and Rockgelly would be presented to a future meeting of Fife Council and that an updated briefing note on the condition of Lochgelly Town Hall would be circulated to all Ward 7 and Ward 8 elected members once available.

### **57. SUPPORTING THE LOCAL COMMUNITY PLAN - OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN COWDENBEATH**

The Committee considered a report by Chief Inspector Kathryn Fairfield, Police Scotland providing an update on Policing activity in Cowdenbeath Area covering Wards 7 and 8.

#### **Decision**

The Committee:-

- (1) noted the contents of the report and the policing activity to date;
- (2) agreed to support Police Scotland moving forward in addressing priorities;
- (3) requested increased attendance from Police Officers at local community council meetings; and
- (4) noted concerns over the length of response time members of the public had experienced, when calling the Police Scotland Contact Centre telephone number 101, requested Community Inspector Hazel Crielly convey the committee's concerns to the Division and provide any feedback to members.

### **58. SCOTTISH FIRE AND RESCUE SERVICE - COWDENBEATH AREA ANNUAL PERFORMANCE REPORT**

The Committee considered a report by Jenny Murray, Station Commander, Lochgelly Community Fire Station, Scottish Fire and Rescue Service providing incident information for the period 1 April 2022 to 31 March 2023. The incident information enabled the Committee to scrutinise the Scottish Fire and Rescue Service (SFRS) Stirling-Clacks-Fife – Cowdenbeath Area - against its key performance indicators (KPIs).

**Decision**

The Committee:-

- (1) acknowledged the content of the report and the progress across a range of KPI's; and
- (2) requested that Deliberate Fire Reduction Plans implemented to address fire-setting and reduce operational demand for the Cowdenbeath area, was circulated to elected members.

**59. SAFER COMMUNITIES TEAM UPDATE REPORT**

The Committee considered a report by the Head of Housing Services updating on the operational activity of the Safer Communities Team within the Cowdenbeath committee area during the 12-month period 1 April 2022 to 31 March 2023.

**Decision**

The Committee noted the contents of the report.

**60. PROPOSED DOUBLE YELLOW LINES - BALLINGRY ROAD AND HILL ROAD, BALLINGRY**

The Committee considered a report by the Head of Roads and Transportation outlining proposals on the introduction of "No Waiting At Any Time" restrictions in Ballingry Road and Hill Road, Ballingry.

**Decision**

The Committee, in the interests of traffic flow and road safety:-

- (1) agreed to promote a Traffic Regulation Order (TRO) for the introduction of restrictions as detailed in drawing no. TRO23\_18 (Appendix 1 to the report) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**61. OBJECTION TO PROPOSED PARKING RESTRICTION - GRAINGER STREET/HALL STREET, LOCHGELLY**

The Committee considered report by the Head of Roads and Transportation on an objection to a proposal to introduce "No Waiting At Any Time" restrictions in Grainger Street and Hall Street, Lochgelly.

**Decision**

The Committee agreed to set aside the objection to the proposed Traffic Regulation Order (TRO) to introduce the "No Waiting At Any Time" restrictions in Grainger Street and Hall Street, Lochgelly, as shown in drawing no. TRO23\_02 (Appendix 1 to the report), allowing the Order to be made and the restrictions to be put in place.

**62. PROPOSED RAISED PARALLEL CROSSING - LEUCHATSBEATH DRIVE, COWDENBEATH**

The Committee considered a report by the Head of Roads and Transportation proposing the introduction of a raised parallel crossing (raised table) on Leuchatsbeath Drive, Cowdenbeath.

**Decision**

The Committee, in the interest of road safety:-

- (1) agreed to promote a Road Hump Order (RHO) and pedestrian crossing notice for the introduction of a raised parallel crossing as detailed in drawing no. TRO23\_22 (Appendix 1 to the report), with all ancillary procedures; and
- (2) authorised officers to construct the raised parallel crossing within a reasonable period unless there were objections.

**63. AREA HOUSING PLAN 2023-26**

The Committee considered a report by the Head of Housing seeking area committee approval for a revised area housing plan, setting out area performance, service delivery and highlights key housing issues following consultation with key stakeholders.

**Decision**

The Committee:-

- (1) approved the Cowdenbeath Area Housing Plan for 2023 – 2026, with an amendment to Appendix 1 of the report (page 83), which included Lumphinnans as an additional letting area;
- (2) noted concerns expressed by Councillor Lockhart on areas within the report, such as: definition of breach of tenancy, private landlords selling properties, recurring damp and mould issues in properties, presence of Housing Officers on estates, and requested that the Cowdenbeath Area Housing Manager contact Councillor Lockhart to discuss her particular concerns and to keep all elected members updated; and
- (3) requested a list of scatter homes and their location by ward, across Cowdenbeath.

*The Committee adjourned at 3.25 pm and reconvened at 3.35 pm..*

**64. COMMUNITY LEARNING AND DEVELOPMENT HOLIDAY PROGRAMME UPDATE - SUMMER, AUTUMN 2022 AND EASTER 2023. PLUS FUNDING REQUEST FOR SUMMER, OCTOBER 2023 PROGRAMME**

The Committee considered a report by the Head of Communities and Neighbourhoods, summarising the Community Learning and Development programme of activities in Summer, October 2022, and Easter 2023 in the Cowdenbeath area. The report also included the Summer and October 2023 plans and a request for financial support to support the programmes.

**Decision**

The Committee:-

- (1) acknowledged the Summer, October 2022, and Easter 2023 programme updates; and
- (2) agreed to an allocation of £75,000 to support the Community Learning and Development Summer and October 2023 activity provision.

**65. COWDENBEATH COMMUNITY RESILIENCE FUND AND IMMEDIATE RESPONSE SUPPORT TOP UP REQUEST**

The Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress of the Community Resilience Fund and Immediate Response Fund and seeking approval to extend funding for these projects. Also, an update on the DigiCom project operating within the Cowdenbeath Area was provided.

**Decision**

The Committee:-

- (1) noted the work to date on the Community Resilience Fund and Immediate Response Fund;
- (2) agreed to increase the Community Resilience Fund budget from £5,000 to £17,500 from the anti-poverty budget;
- (3) agreed to increase the Immediate Response Fund budget from £5,000 to £8,000 from the anti-poverty budget;
- (4) noted the work undertaken as part of the Digicom Project; and
- (5) noted concerns from Councillor Robb at sections 1.3 and 1.7 on the report, that two separate sums of funding for £5000 had been allocated by officers to the Cowdenbeath Resilience Fund and Immediate Response Fund from the Anti-poverty budget, and that funding of £5000 or above should have been approved by Committee. The Committee agreed in retrospect to both allocations of funding and requested that any future funding applications of £5000 and above was submitted to this committee for approval.

**66. COWDENBEATH AREA UPDATE - BUDGET PROGRESS REPORT**

The Committee considered a report by the Head of Communities and Neighbourhoods providing an update and budget progress report on projects approved at the Cowdenbeath Area Committee in December 2022.

**Motion**

Councillor Bailey-Lee Robb, seconded by Councillor Lea McLelland, moved as an amendment to include the following two additional recommendations at numbers 3 and 4 of the report:-

## 2023 CAC 37

- (3) Committee notes that the Ward Contingency Fund (2.1) is marked for carry forward of £15,070.08. Committee requests that officers remit this money back into the respective ward budgets for local members to utilise throughout the financial year 2023/24 (Ward 7 - £8885.04 and Ward 8 - £6185.04); and
- (4) Committee further notes that Pending Allocations (2.9) is also marked for carry forward of £10,000 and requested that officers remit this money back into the respective ward budgets for local members to utilise throughout the financial year 2023/24 (Ward 7 - £5000.00 and Ward 8 - £5000.00)'

### **Decision**

The Committee:-

- (1) noted an amendment to the wording at section 2.1 of the report to read - 'the allocation of ward funds provides a resource for staff in consultation with members to agree projects or applications for funding' and at 3.1 of the report on Ward Contingency Fund to read – Spend as at June 2023 £14,929.92 and Carried forward or reallocated £15,070.08;
- (2) unanimously agreed to the terms of the motion to include two additional recommendations; and
- (3) agreed that, where children had to pay to take part in after school clubs, for instance, to cover hire of hall, the cost was supported from the £60,000 allocation from the Breakfast Club/After School Expanded Provision project.

### **67. COWDENBEATH AREA LOCAL COMMUNITY PLANNING, ANTI-POVERTY, WARD AND COMMUNITY RECOVERY FUND BUDGET UPDATE**

The Committee considered a report by the Head of Communities and neighbourhoods, providing an update on the Cowdenbeath Area Local Community Planning, Anti-poverty, Ward 7, Ward 8 2022/2023 budgets and Community Recovery budgets spend to date.

### **Decision**

The Committee noted spend to date on the Cowdenbeath Area budgets 2022/2023 and on the Community Recovery budget.

### **68. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Property Services, advising on action taken using the List of Officer Powers in relation to property transactions.

### **Decision**

The Committee noted the contents of the report.

### **69. COWDENBEATH AREA COMMITTEE WORKPLAN**

The Committee considered the Cowdenbeath Area Committee Workplan.



**Decision**

The Committee:-

- (1) noted the Cowdenbeath Area Committee Workplan;
- (2) agreed to include an additional report from the Roads and Transportation Service detailing spend over the last three financial years, covering the Cowdenbeath Area, to include potholes and other issues; and
- (3) noted a verbal update on staffing resources advising of two Community Education posts appointed in January 2023 and further plans to appoint more staff in the coming months; and agreed that a full report detailing staffing resources would be submitted for this committee's consideration at its next meeting on 6 September 2023.

**70. ADDITIONAL AGENDA ITEM - STREET NAMING AND NUMBERING CONSULTATION – WILLIE CLARKE STREET, NEW FLOCKHOUSE, LOCHORE**

The Committee considered a report by the Head of Business and Employability proposing under Section 97 of the Civic Government (Scotland) Act 1982, that the name 'Willie Clarke Street' be approved as a new street name for the housing development to the south of New Flockhouse, Lochore. A copy of the site plan for the development showing the layout of the new street, was included at Appendix 1 to the report.

**Decision**

The Committee agreed to adopt the new street name 'Willie Clarke Street' for the Richard Street Ltd development to the south of New Flockhouse, Lochore.

6 September 2023

Agenda Item No. 4

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## Single Amendment to the Core Path Plan Cardenden

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**Report by:** Paul Vaughan, Head of Communities and Neighbourhoods.

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**Wards Affected:** 8

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### Purpose \*

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The purpose of the report is to request approval for a single amendment to the core path plan using section 20c of the Land Reform (Scotland) Act 2003. To include a path at Cardenden in Fife Councils core path plan.

### Recommendation(s) \*

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It is recommended that members approve the proposed new core path for the inclusion in Fife Council's core path plan.

### Resource Implications\*

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The Access Team will cover the cost of the path order.

### Legal & Risk Implications \*

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Fife Council must give public notice to any change to the adopted core path plan and inform Scottish Ministers.

### Impact Assessment \*

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An EqIA is not required because the report does not propose a change or revision to existing policies and practices. Confirmed by policy co-ordinator Equalities.

### Consultation \*

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In line with guidance approved by Fife Council in November 2012, the following people or organisations have been consulted:

Fife Access Forum – Support the adoption of the new path

Cardenden Community Council – Support the adoption of the new path

Landowner Forestry land and estates– Happy with diversion of paths going on to their land.

The Tenant farmer (who is in the process of buying the farm)has also been consulted; he is in the process of buying the farm. The farmer has made comments shown in appendix two.

## 1.0 Background

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- 1.1 Cardenden enjoys several good core paths in and around the village, but it was recognised in 2016 that these were predominantly to the South and East of the settlement and there was a real lack of path connectivity to the North and West.
- 1.2 In 2017 a successful grant application was made to Tesco (£10,000) to fund the creation of new paths to address this issue. The Community Council and Forestry Commission (now FLS) were partners in this grant application/project. Work began in late 2017 and included upgrading existing core paths and the creation of new routes.
- 1.3 These paths were further enhanced by the placement of directional arrows, handrails, aggregate surfaces and seating areas throughout 2019. Appropriate pedestrian gates, dog friendly stiles and multi-use field gates were installed.
- 1.4 They now provide a selection of circular routes within the Pitcairn area (NW) whilst connecting to existing core paths. They also provide invaluable connecting links to Fife Pilgrims Way and more recently the Minto / Briggills woodland project paths (a joint venture between Fife Councils and Scottish Woodland). The connectivity of these new paths now enables multiuser options not only for residents of Cardenden but also neighbouring villages. Their value has been recognised by Ramblers Scotland who undertook a recent path audit and now include them in the Scottish Map Plan. The routes have also been recognised in published materials e.g. Courier 'walk of the week'.
- 1.5 These routes are maintained in their entirety to a high standard by the local community and it is essential that their importance and status is recognised and preserved by their adoption into core path network.
- 1.6 Due to all of the physical work the local community has done in relation to this path, the fundraising and donated materials received there will be no cost to either the landowner or Fife Council for the path to reach the standard required for adoption as a core path.

## 2.0 Issues and Options

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- 2.1 Fife Council must consider if including the route in the core path plan is reasonable and expedient in terms of improving the local path network.

## 3.0 Conclusions

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- 3.1 The local community has fundraised and worked to develop this proposed core path and as such council are asked to support the inclusion of this route in Fife Councils Core Path Plan.

### List of Appendices

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1. Mapping showing location of paths.
2. Tenant Farmers Comments.

### Background Papers

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

Report Contact





Sarah Johnston, Access Officer

Email: [sarah.johnston@fife.gov.uk](mailto:sarah.johnston@fife.gov.uk)

PITCAIRN



**KEY**

		PROPOSED NEW CORE PATH ROUTE
		CURRENT CORE PATH ROUTE



## **Appendix Two - Comments from the Tenant Farmer.**

- As landowners we need reassurance that the core paths will not interfere with the day to day running of our business(it is a working farm after all).

*The core path should not interfere with the day to day running of the farm, if it does then the landowner can apply to get the path moved to a more convenient location on his property.*

- The path may be closed for short periods of time to enable farm operations to take place.

*Short term closures of the path are allowed if required for farm operations.*

- The path may become damaged through farm operations and I need confirmation that the landowner will not have to repair the path if it has been damaged in the day to day running of the farm.

*The landowner has no obligation to maintain the path or repair the path if it has been damaged in the day to day running of the farm.*

- If new gates/fencing/maintenance has too be done on the core paths who pays for this ?

*No one has a duty to maintain the path, however in this case the local community would like to adopt the core path and maintain it. If gates and fencing are needed for general farm operations then the landowner would cover the cost.*

- We must be able too access the core paths with an ATV as the owner of the ground.

*As owner of the land you are free to use any form of motorised vehicle on the path.*

- If in the future I need the path to be diverted I can do so if it is to enable development or landowner operations.

*Yes you can apply for the core path to be diverted.*

- Some of the core paths may or will need too go back into agricultural ground therefore fences and core paths will have to be moved/ re diverted this is to allow us to run our business the most efficient way. Please remember everyone s business plans change from day to day.

*Yes, again you can apply to divert the core path.*

- I need to confirm I can put gates on the path, I understand I cannot lock the gates, but I may need gates for land management reasons/moving livestock.

*Gates are allowed on core paths.*

- If the local community wish to do any work on the path, they must seek landowner permission.

*I can make sure that the local community is aware that they will need to seek permission to do any works on the path.*

- We want to be involved in this project and would like too know when meetings or discussions are taking place to allow us too work along with the community.

*I will pass this information onto the local community.*

- We want to work alongside the community and their projects

6 September 2023

Agenda Item No: 5

## Complaints Update

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Report by: Mike Enston, Executive Director - Communities

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Wards Affected: All Cowdenbeath Area Committee Wards

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### Purpose

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To provide an overview of complaints received relating to the Cowdenbeath area for the year from 1 April 2022 to 31 March 2023.

### Recommendation(s)

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The Committee is asked to consider the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

### Resource Implications

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There are no direct resource implications arising from this report.

### Legal & Risk Implications

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There are no direct legal and risk implications arising from this report.

### Impact Assessment

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An EqIA has not been completed and is not necessary for the following reasons:  
It is not required because the report does not propose a change or revision to existing policies and practices.

### Consultation

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No public consultation has been carried out in relation to this report however there is on-going consultation with key staff in Council services on complaint handling performance.

## 1.0 Background & explanatory notes

- 1.1 Reports on customer complaints to the Council are presented twice a year to Standards and Audit Committee. In November 2013, that Committee agreed to refer the report to Area Committees for consideration, with the addition of area-based complaints information.
- 1.2 This is now the tenth annual report to area Committees, this report covering complaints relevant to the Cowdenbeath Committee area.
- 1.3 Any feedback on local issues gathered from the individual area Committees will be taken into account when finalising the update report to Standards & Audit Committee pending this year.
- 1.4 Scottish Councils must follow the model complaint handling procedure developed by the Scottish Public Services Ombudsman (SPSO). The model was designed to provide a simpler, more consistent process for customers to follow and encourages local authorities to make best use of lessons learned from complaints. A revised version of the procedure with minor changes was launched in April 2021
- 1.5 The analysis by area in this report is based upon the address of the complainant rather than the geographic location of the complaint itself. It should be noted that this may occasionally give odd results, e.g., complaints concerning beaches in Dunfermline.
- 1.6 The Council responds to over 7 million contacts from customers across Fife every year. Results from historic satisfaction surveys, customers are generally satisfied with the services the Council provides. Where customers do have cause to complain about services received, we aim to resolve these quickly and to learn from feedback to improve future services.

## 2.0 Area Complaints

### Volume & responsiveness – Cowdenbeath Area

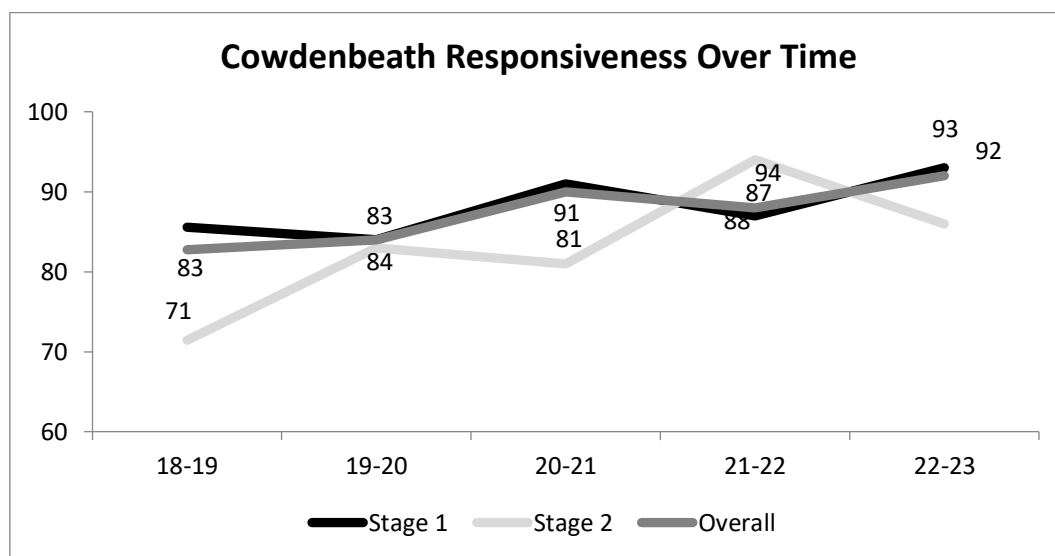
Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	313	287	92% (88% in 21-22)
Stage 1 (5 days)	270 (86%)	250	93% (87% in 21-22)
Stage 2 (20 days)	43 (14%)	37	86% (94% in 21-22)

- 318 complaints were received relating to the Cowdenbeath area in 22-23 of which 313 were closed (the remainder were still open, withdrawn or pending an allocation decision). Complaints are currently categorised in the system (reason, channel, root cause etc.) after complaints are closed.
- In line with SPSO guidance we aim to deal with simple complaints immediately if possible but at least within 5 working days. More complex complaints should be dealt with in 20 working days, with regular updates if investigations will take longer than this.
- Responsiveness has generally improved over last year where the % of all complaints closed in target timescales increased to 92% better than the Council average. Stage 2 cases worsened over last year yet remain above the Council average. The average time to close all complaints was 5.2 working days comparable with last year. This is better than the Council average of 6.2 working days.

## Volume & responsiveness - Fife Council overall

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	2970	2497	84% (82) in 21-22
Stage 1 (5 days)	2521 (85%)	2157	86% (83 in 21-22)
Stage 2 (20 days)	449 (15%)	340	76% (76 in 21-22)

2.1 The general trend over time shows a continual improvement in responding to complaints in timescale.

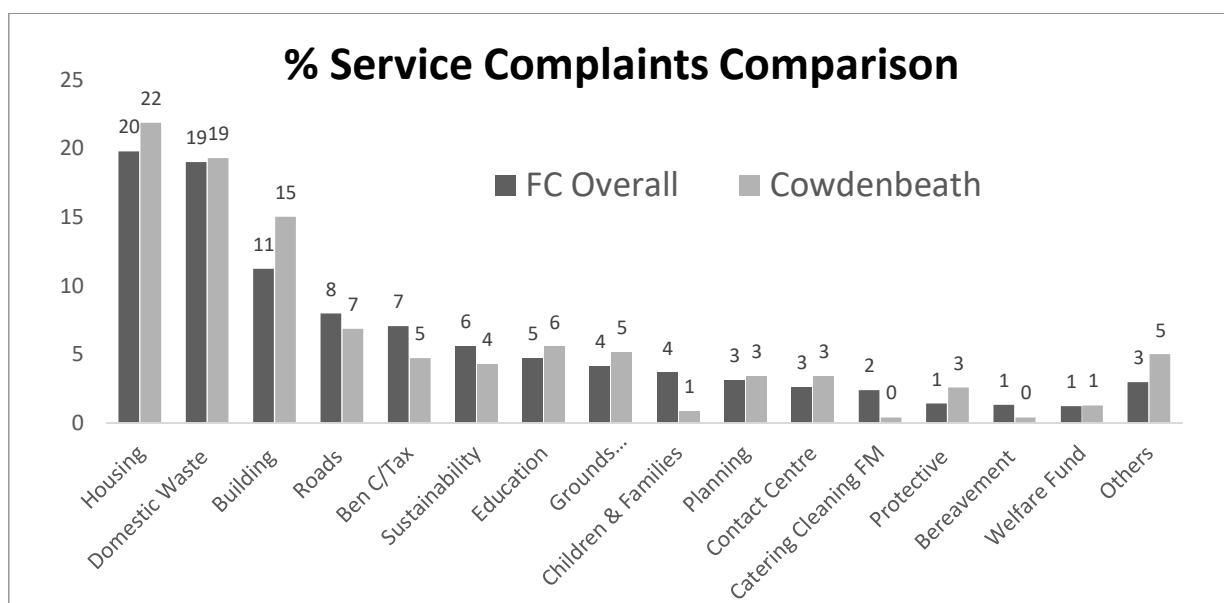


2.2 The contact channel used for complaints can be seen in the following table. There has been an increase in the use of the website (was previously 67% in 21-22).

Receipt Channel	Cowdenbeath	FC Overall
Web	74%	71%
Email	13%	16%
Contact Centre	6%	5%
F2F	4%	1%
Tel	2%	4%
Letter	1%	2%
Other (Paper forms & Texts)	0%	1%

2.3 The following graph provides the proportionality of Service complaints (upheld as well as not upheld) compared with Fife Council as a whole.





2.4 Differences of note include that there are proportionally more complaints concerning Building Services where the largest category was the failure to fix first time.

2.5 The following table shows complaint responsiveness by Services. Ordered by % all in timescale worst to best.

	Vol Stage 1	% Stage 1 In Time	Vol Stage 2	% Stage 2 In Time	Total	% All in Time
Property	2	0%	1	100%	3	33%
Grounds	9	33%	2	100%	11	45%
Education	5	80%	8	50%	13	62%
Sustainability	14	79%	0	100%	14	79%
Roads	25	88%	1	100%	26	88%
Children Families	5	100%	4	75%	9	89%
Ben C/Tax	10	90%	1	100%	11	91%
Building	38	95%	2	100%	40	95%
Housing	94	98%	15	93%	109	97%
Bereavement	2	100%	0	100%	2	100%
Catering	1	100%	0	100%	1	100%
CLD	2	100%	2	100%	4	100%
Contact Centre	5	100%	0	100%	5	100%
Domestic Waste	54	100%	4	100%	58	100%
Wellbeing	1	100%	1	100%	2	100%
Planning	2	100%	1	100%	3	100%
Protective	1	100%	1	100%	2	100%

	<b>Vol Stage 1</b>	<b>% Stage 1 In Time</b>	<b>Vol Stage 2</b>	<b>% Stage 2 In Time</b>	<b>Total</b>	<b>% All in Time</b>
<b>Grand Total</b>	<b>270</b>	<b>93%</b>	<b>43</b>	<b>86%</b>	<b>313</b>	<b>92%</b>

- 2.6 Please note that from the 26 cases that ran over timescale 12 of those cases had extensions agreed with customers (46%). This means that 96% of cases were completed in agreed rather than the procedural target timescale (extensions are a valid application of the complaints procedure).
- 2.7 Taking account of the valid extension greatly improves the tabled results e.g., Education, adjusting for the extension, would then have 85%, Sustainability would have 93%, and Property Services would have 67% of all complaints in agreed rather than target timescale.

2.8 Table showing the general reason “root cause” category of complaints received and compared with previous years.

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
Benefits / Council Tax	Anything that doesn't fit within existing categories.	0	0	0	1	0
	Admin error	1	1	1	0	2
	Disagree with legislation	1	2	4	0	3
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	0	0	0	1	0
	Inappropriate staff attitude / behaviour	2	1	2	0	0
	Lack of / incorrect information	12	3	3	2	1
	Procedures / policy	4	4	8	4	3
	Service provision Covid 19	0	0	2	0	0
	System failure	1	1	0	0	0
	Time taken to process enquiry	4	1	1	1	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	1	2	0
<b>Total</b>		<b>25</b>	<b>13</b>	<b>22</b>	<b>11</b>	<b>10</b>
Bereavement Services	Anything that doesn't fit within existing categories.	0	1	3	0	
	Damage / vandalism to property e.g., headstones	2	0	0	0	
	Inappropriate staff attitude / behaviour	1	1	0	0	1

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Inconsiderate / inappropriate use of council vehicle	0	0	0	0	0
	Poor communications including lack of notice, consultation & engagement	1	2	0	1	0
	Restoration work e.g. fallen headstones	0	0	0	0	1
	Untidy / overgrown Vegetation	3	1	1	0	0
	<b>Total</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>2</b>
Building Services	Anything that doesn't fit within existing categories.	0	2	1	0	0
	Card left when tenant in property	1	1	2	0	0
	Council vehicle - driving behaviour / standards	1	1	2	0	0
	Council vehicle - parking	0	1	0	0	4
	Delay in start / completion of work	1	1	1	1	0
	Failure to attend at time advised / agreed	5	1	6	1	5
	Failure to fix first time	9	7	6	7	6
	Failure to meet timescales for job	4	3	1	2	3
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	1	2	1	1	1
	Health & safety / dangerous occurrence	2	2	0	0	2
	Inappropriate staff attitude / behaviour	7	4	8	7	2

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Noise levels from work activities	1	0	2	0	0
	Poor communications - advance notice of work not given	0	0	1	1	2
	Poor communications - internal breakdown Building Services	3	4	0	0	0
	Poor communications - internal breakdown with other council areas	0	2	1	0	0
	Poor communications - poor regarding work being/to be undertaken	6	4	3	7	6
	Standard of workmanship - damage	3	2	1	5	4
	Standard of workmanship - mess	3	4	0	0	2
	Standard of workmanship - tenant unhappy with work	7	5	1	1	3
	Unplanned additional work required following repair/installation	0	0	0	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	0	1	2	2	0
	<b>Total</b>	<b>54</b>	<b>47</b>	<b>39</b>	<b>35</b>	<b>40</b>
Children & Families	Delays in completion of assessment - Parent/Carer	1	0	0	0	0
	Dissatisfaction with assessment outcome - Child or Young Person	0	0	2	0	1

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Dissatisfaction with assessment outcome - Parent/Carer	2	0	2	1	2
	Dissatisfaction with policy / current delivery arrangements	0	0	0	0	0
	Dissatisfaction with policy / current delivery arrangements - Child or Young Person	0	0	1	0	1
	Dissatisfaction with policy / current delivery arrangements - Parent/Carer	1	0	2	0	0
	Inappropriate staff attitude / behaviour	2	0	0	1	0
	Poor communications including lack of notice, consultation & engagement	1	0	0	0	4
	Unacceptable standard of care (looked-after children) - Child or Young Person	0	0	0	0	0
	Unacceptable standard of care / support families	0	0	0	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	0	0	0	1
	<b>Total</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>9</b>
Contact Centre	Anything that doesn't fit within existing categories.	0	0	0	1	0
	Disagree with Council policy	0	0	0	1	0

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Failure to respond to previous complaint / request for service / enquiry / reported fault	2	1	1	1	1
	Inappropriate staff attitude / behaviour	6	0	2	1	0
	Inconsiderate / inappropriate use of council vehicle	0	0	0		0
	Incorrect information given	0	0	3	2	1
	Lack of information	0	0	0		0
	Poor communications including lack of notice, consultation & engagement	0	0	0	1	2
	Time taken to answer call	12	1	1	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	1	0	1
	<b>Total</b>	<b>20</b>	<b>2</b>	<b>8</b>	<b>8</b>	<b>5</b>
Domestic Waste	Anything that doesn't fit within existing categories.	1	3	1	0	0
	Bin not returned properly / bin is missing	1	0	1	0	2
	Bulky not collected / only part collected	0	1	8	3	2
	Customer turned away / refused entry	2	0	3	0	0
	Damage to vehicles / property during bin collection	0	0	4	0	0
	Dissatisfaction with location of recycling point	0	0	0	0	0

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Dissatisfaction with policy / collection arrangements e.g., number of bins; frequency of collection etc	17	11	27	17	18
	Dissatisfaction with policy / organisational arrangements including charging policy	1	3	0	1	0
	Dissatisfaction with policy / organisational arrangements including opening times, collection frequency etc	1	0	2	1	0
	Dissatisfaction with standard of street cleanliness	0	0	2	1	1
	Dissatisfaction with Take Out & Return TOR service	8	4	7	2	8
	Dog waste bin broken / missing / not replaced / not emptied	0	0	0	0	0
	Failure to collect / empty bin	7	13	20	6	13
	Failure to respond to previous complaint / request for service / enquiry / reported fault	4	1	4	6	6
	Household waste dumped in street / garden / yard	0	0	2	0	0
	Inappropriate staff attitude / behaviour	5	1	7	3	1
	Inconsiderate / inappropriate use of council vehicle	0	0	0	0	3
	Mess / Litter around recycling point	0	1	0	0	0
	Poor communications including lack of notice, consultation & engagement	1	0	1	0	0



Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	1	1	2	3	2
	<b>Total</b>	<b>49</b>	<b>39</b>	<b>91</b>	<b>45</b>	<b>56</b>
Education	Accidents Injuries e.g., Physical education fights etc	0	0	1	0	1
	Access to facility	0	0	0	1	0
	ADMINISTRATIVE CLOSE inaction by the officer and service following an unreasonable time in excess of 4 months despite repeated appeals by Escalation to close the case.	0	0	1	0	0
	Anything that doesn't fit within the other categories.	1	1	1	0	3
	Bulling by Staff	1	0	0	1	0
	Bullying by Pupil	0	1	2	3	3
	Dissatisfaction with policy current arrangements	3	6	6	3	4
	Disputed exclusions exclusion decisions	0	0	0	1	0
	Inappropriate staff attitude behaviour	0	1	0	2	1
	Placement request decisions	0	0	0	1	0
	Poor communications including lack of notice consultation engagement	1	1	1	1	0
	Vandalism graffiti	0	0	0	0	0

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	<b>Total</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>13</b>	<b>12</b>
Housing	Anything that doesn't fit within existing categories.	0	1	0	0	0
	Assessment of FHR - Dissatisfaction with information / advice given	1	2	0	1	1
	Assessment of FHR - Dissatisfaction with time taken	1	0	0	0	1
	Debt management arrangements	0	0	1	0	2
	Delays in start / completion	3	3	7	1	2
	Dispute with neighbours	3	1	6	3	3
	Disputed recharges	0	1	1	0	2
	Dissatisfaction with policy / current arrangements	1	3	0	1	0
	Dissatisfaction with policy / current arrangements including allocations criteria	1	2	4	4	2
	Dissatisfaction with policy / current delivery arrangements e.g., timescales, priorities, criteria	9	8	13	10	8
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	5	2	2	3	17
	Fencing	0	1	0	2	1
FHR process – Dissatisfied as process not meeting applicants needs	1	1	0	0	3	

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Garden Maintenance Service	0	1	0	1	0
	Inappropriate staff attitude / behaviour	5	3	1	1	7
	Internal communal areas include cleanliness, lighting etc	1	0	0	0	1
	Management of Communal Areas includes grass cutting, overgrown trees & bushes	2	0	2	2	1
	Missed from Programme	0	1	0	0	0
	Mutual repairs	0	0	2	0	4
	Noise	1	2	0	0	0
	Pets & Animals	1	0	0	1	3
	Poor communications including lack of notice, consultation & engagement	5	4	6	6	13
	Poor condition / standard of housing	1	1	2	1	3
	Poor standard/condition of property at start of tenancy	2	5	2	2	2
	Quality of workmanship including mess/damage, unsatisfactory completion, quality of products etc.	0	6	1	3	2
	Rent discrepancies or delays in refund of credits	0	0	0	0	0
	Risk management	0	0	0	0	0

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Rubbish	1	2	2	2	2
	Snagging issues	0	0	0	0	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	2	3	0	6	7
	Waiting times	0	1	1	1	2
	<b>Total</b>	<b>46</b>	<b>54</b>	<b>53</b>	<b>51</b>	<b>90</b>
Grounds Maintenance	Anything that doesn't fit within existing categories.	0	0	4	1	0
	Dissatisfaction with policy / organisational arrangements include frequency of street cleaning, routes, methods etc	0	1	0	0	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	1	0	1	0
	Fence damage	0	0	1	0	0
	Grass cutting	0	4	5	5	3
	Grounds Maintenance policy	0	0	0	1	0
	Inappropriate staff attitude / behaviour	2	0	1	2	2
	Inconsiderate / inappropriate use of council vehicle	1	0	0	0	0
	Overhanging / damaged trees & shrubs	0	0	0	1	0

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Quality of footpath	0	0	1	0	0
	Quality of park area	1	0	1	0	0
	Untidy / overgrown vegetation	1	0	0	1	3
	Weed killing areas	0	0	0	1	0
	<b>Total</b>	<b>5</b>	<b>6</b>	<b>13</b>	<b>13</b>	<b>8</b>
Planning	Anything that doesn't fit within the other categories.	0	1	0	2	1
	Contravention of planning permission / no permission	0	0	0	0	0
	Delays in decisions / non-compliance with timescales	0	0	0	2	0
	Dissatisfaction with policy / delivery arrangements	0	0	1	2	1
	Failure to follow process	0	0	2	0	0
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	0	0	1	0	0
	Inadequate consideration of objections	0	0	0	0	0
	Operating a business from a residential property	0	0	0	0	0
	Poor communications including lack of notice, consultation & engagement	0	0	0	0	0
	Poor quality of assessment	0	1	0	0	0
Unacceptable condition of neighbouring site / land	0	0	0	0	0	

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	5	0	2	0
	<b>Total</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>8</b>	<b>2</b>
Protective Services	Dissatisfaction with licensing decisions / conditions	0	0	0	0	0
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	0	0	1	1	0
	Food safety / food standards	2	0	0	0	0
	Inappropriate staff attitude / behaviour	0	0	1	0	0
	Noise nuisance includes domestic / commercial / intruder alarms and noisy dogs	0	4	0	1	2
	Poor communications including lack of notice, consultation & engagement	0	1	0	3	0
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	0	0	0	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	1	0	0	0
	<b>Total</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>
Roads & Transportation	Anything that doesn't fit within existing categories.	0	2	3	1	0
	Application process such as timescale / proofs / photographs / Mobility Assessment	0	0	1	0	1

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Damage to vehicles / property	0	1	0	0	1
	Dissatisfaction with car parking provision / charging policy	0	0	0	1	3
	Dissatisfaction with service provided	0	0	1	1	0
	Dissatisfaction with emergency response to flooding	0	1	0	0	1
	Dissatisfaction with gritting / snow clearing policy including gritting routes, priorities etc	0	0	3	0	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	0	1	0
	Grit bin empty / not refilled	0	0	1	0	0
	Inadequate notice of road and footpath works including road closures	0	0	2	2	0
	Inconsiderate / inappropriate use of parking provision including blocking footpath, driveways etc	0	0	1	0	0
	Insufficient number of grit bins provided	0	1	0	0	0
	Localised flooding due to blocked gullies / drainage e.g., roads, footpaths, gardens, property etc	0	2	4	0	1
	Noise / disruption / delays / inconvenience including restrictions in place, but no work ongoing	0	0	1	0	1
	Poor condition of road markings e.g., white lining	0	1	0	1	1

Service	Category of Complaint	2018/19	2019/20	2020/21	2021/22	2022/23
	Poor standard of road repairs / maintenance work including incomplete work	0	1	0	0	0
	Position / intensity / adequacy of new street lighting	0	1	0	0	0
	Potholes / poor condition of road surface	0	7	2	6	7
	Streetlight repairs	0	2	3	1	2
	Streetlighting on all day 24/7	0	0	0	1	1
	Use / provision of disabled parking including on-street and off-street disabled parking bays	0	0	1	1	2
	<b>Total</b>	<b>7</b>	<b>19</b>	<b>23</b>	<b>16</b>	<b>21</b>
Sustainability	Customer turned away / refused entry	0	0	1	1	0
	Dissatisfaction with booking policy	0	0	0	2	5
	Dissatisfaction with policy / current organisational arrangements including opening times	0	0	5	4	7
	Inappropriate staff attitude / behaviour	0	0	0	3	2
	Inconsiderate / inappropriate use of council vehicle	0	0	1	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>10</b>	<b>14</b>



## Complaint examples

2.9 The following table provides summarised examples of actual complaints made:

Service	Category	Complaint (summarised / redacted)
Housing Services	Failure to respond to previous complaint / request for service / enquiry / reported fault	<p>I have been trying to contact various people from the council regarding my continuous issues with my neighbours. All I get told is someone will phone me back which I have been waiting from <i>date</i> to get a call back. I called 3 times last week also and not a single person has called me back. We keep getting told fife council cannot help us with our neighbour issues, but it has got to the point I need a mental health nurse and private Councillor to get through my day-to-day life due to the ongoing issues and constantly feeling like fighting a losing battle to get any support.</p> <p><b>Outcome:</b> <i>Complaint upheld</i></p> <p><i>Ensure system checked daily and requested HMO makes contact with the tenant.</i></p>
Domestic Waste	Dissatisfaction with policy / collection arrangements e.g., number of bins; frequency of collection etc	<p>Blue landfill bin has been bypassed again this has happened 5 times this year the large wheel type bin serves eight flats, we can find no reason why it is being ignored as it is always out on the pavement beside the other bins the night before collection. we need the bin emptied we cannot leave it for another fourteen days.</p> <p><b>Outcome:</b> <i>Upheld</i></p> <p><i>Service team returning to empty bin. Address added to close monitoring.</i></p>
Building Services	Poor communications - poor regarding work being/to be undertaken	<p>I had a supervisors' card posted through my door, I phoned on Monday when I got home, the contact centre emailed the supervisor to contact me, I've had to phone every day to try and speak to him. This is the 5th day now and I have still not had any contact from him,</p> <p>This is dreadful that he's not getting back to me. I know he's not that busy that he can't pick up the phone and call me.</p> <p><b>Outcome:</b> <i>Complaint upheld.</i></p> <p><i>Phoned the tenant and arranged a site visit for date. I have apologised for not retuning the call and told tenant about the work to be done to the bathroom. The tenant was happy with the outcome I will be phoning the tenant today date to arrange a date and time for job to be completed.</i></p>

## 3.0 Learning from Complaints

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- 3.1 One key element of handling complaints is using customer feedback to rectify or improve upon the service provided. It has previously been reported that the improvements introduced allowed for more and better corrective actions to be captured.
- 3.2 Every upheld or partially upheld complaint presents an opportunity for the Council to address the failings identified and this is also a requirement of the procedure. Previous complaint update reports to this Committee have described gaps in the volume and quality of corrective actions.
- 3.3 A few instances remain where corrective action statements refer simply to the outcome of the complaint rather than specific actions that would potentially prevent future reoccurrence.
- 3.4 There are good examples when the Council listens to customer feedback and makes improvements to future service provision. Where complaints were about the actions of employees (behaviour, poor driving, wrong information provided, process / procedure not followed etc.) the complaint has been addressed directly with employees, so they are aware of the impact on their customers.
- 3.5 One of the reasons for creating the new Communities Directorate was to increase customer responsiveness and this included setting up the Escalation and Resolution team.
- 3.6 To date the team have focussed upon key aims, including:
- Improving upon current responsiveness rates, such as targeting poorer performing Services (more effective queue management and professional administrative support).
  - Improving the standard of customer communication, by increasing the volume of qualitative checks and supporting Services by peer review of resolution letters / emails.
- 3.7 Escalation & Resolution continue to support Elected Members, MP and MSP to resolve issues for constituents when the 'business as usual' process has not worked effectively. Support in the main has been to the local MP and MSP politicians that represent Fife. The team are resourced to have capacity to respond to local area Elected Members on constituent's cases and advise accordingly or indeed log any enquiry or complaint raised on behalf of Members.
- 3.8 The following tables provide the details of complaint decisions in the Cowdenbeath Committee area compared with the Fife Council overall results.

<b>Cowdenbeath</b>	<b>Not Upheld</b>	<b>Partially Upheld</b>	<b>Resolved</b>	<b>Upheld</b>
Overall	35%	18%	6%	40%
Stage 1	34%	15%	7%	43%
Stage 2	44%	33%	0%	23%

### Comparison to the Fife Council overall results.

<b>FC Overall</b>	<b>Not Upheld</b>	<b>Partially Upheld</b>	<b>Resolved</b>	<b>Upheld</b>

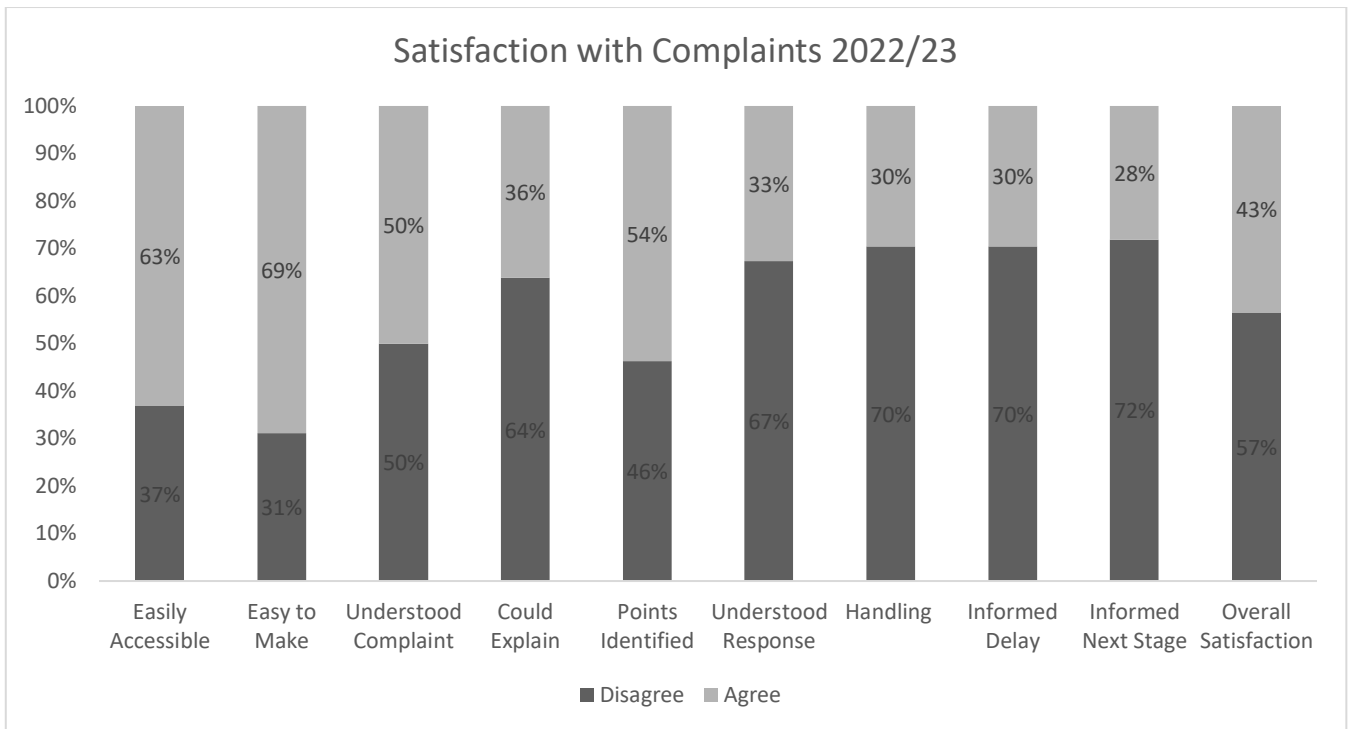
Overall	40%	16%	10%	34%
Stage 1	39%	14%	11%	36%
Stage 2	47%	28%	2%	22%

## 4.0 Complaint Satisfaction

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- 4.1 In previous reports to this Committee the data used to provide satisfaction with complaint handling amongst more general satisfaction was obtained from a more generic transactional survey of four questions emailed out on a four-weekly basis. Following changes to both the Council's website and the customer management system this transactional survey became obsolete with a replacement pending development.
- 4.2 The complaints procedure requires that complainants are surveyed so the previous generic survey was replaced in January 2022 with a bespoke version that covers standard questions as agreed from the Local Authority Complaint Handlers Network. These questions will ultimately allow benchmarking amongst network members.
- 4.3 The replacement complaint satisfaction survey methodology has us ask customers how much they agree or disagree with the following statements generally 4 weeks after their complaint has closed.
- Information about the complaint procedure was easily accessible.
  - I found it easy to make my complaint.
  - I was happy that the person considering the matter fully understood my complaint.
  - I was given the opportunity to fully explain my complaint.
  - The points of my complaint were identified and responded to.
  - The response to my complaint was easy to understand.
  - Overall, I was satisfied with the handling of my complaint.
  - I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).
  - I was clearly told what the next stage of the complaints process was for me.
- 4.4 This replacement survey now requires a manual issue of these questions by email however has added benefit over the previous generic transaction survey as the text from a complainant's actual complaint is given as a reminder to make the survey more focussed.
- 4.5 There were 54 replies from complainants claiming residency in the Cowdenbeath Committee area. Comments included:
- Complaint handled well but because people were sent to property to complete work they weren't happy about it.
  - I was happy to see the complaint being followed up and the park is now being maintained. It still doesn't have a new bin and needs weeding.
  - Still awaiting months later for complaint to be dealt with

Overall satisfaction was 43% and is worse than last year's figure of 60%. The result is below the council average of 49%. Satisfaction with each question is as shown on the following graph.



4.6 It would appear from the graph that improvement is required in the general handling of complaints, keeping customers updated in the event of delays and highlighting the next steps with stage 1 complaints should a customer be dissatisfied with the response.

## 5.0 Scottish Public Services Ombudsman Cases

5.1 The SPSO are the last part of the procedure for all Council complaints and therefore all stage 2 resolution letters must offer formal recourse to this organisation.

5.2 In 2022-23 there were 7 cases for the Cowdenbeath area that reached this final stage of the procedure.

5.3 The following table provides a list of Services and outcomes following the SPSO's consideration of the complaints. Not taken forward for investigation by the SPSO refers to where the SPSO consider the matter outside of their jurisdiction, the SPSO are satisfied that the Council have done all they can with the matter raised, or that the SPSO are unlikely to achieve the desired outcome of the complainant.

Service	Complaint Summary	SPSO Decision
Housing	Poor repair	Not taken forward for investigation
Customer & Online	Web content	Not taken forward for investigation
Housing	Tenancy breach letter	Not taken forward for investigation
Planning	Right of Way	Partially Upheld
Safer Communities	Anti-Social Behaviour	Pending
Housing	Repair issues mutual exchange	Not taken forward for investigation
Ben C/Tax	Council Tax Liability	Not taken forward for investigation

## 6.0 Other Customer Issues

- 6.1 The SPSO complaints procedure adopted by Fife Council includes a clear definition of a complaint which means that some customer issues are simply recorded as service requests rather than as complaints. Some of these issues may have been previously recorded as complaints (before April 2013) as the Fife Council definition at the time allowed issues to be considered as a 'complaint' where a customer requested this.
- 6.2 Issues that are considered outside of the definition include reports around dog mess, illegal dumping etc. The number of enquiries received about these issues for this Committee area are as detailed in the following table.

Enquiry Type	19/20	20/21	21/22	22/23	Note
Missed bins	1018	932	955	763	
Illegal Dumping	137	82	57		Enquiries recorded differently over previous years – author has no database access (see 6.5)
Street Cleaning	131	71	79	37	
Dog Fouling	64	23	14		Enquiries recorded differently over previous years – author has no database access (see 6.5)
Aggressive Dogs	26	24	33		Enquiries recorded differently over previous years – author has no database access (see 6.5)
Abandoned Cars	37	15	12		Enquiries recorded differently over previous years – author has no database access (see 6.5)
Litter Bin Issues	33	14	25	9	Request new / overflowing
Needles	16	7	3	2	Either made safe or require removal
Fallen Trees	1	2	6	0	

- 6.3 This data is a simple extract from our customer management system providing the volume of enquiries logged against an enquiry type for this Committee area. Information is based upon the address of customers where an address has been recorded.
- 6.4 Services may express enquiry volumes differently (this report may not be comparable with official Service volumes) as they may use their own method to compile volume information and refer to work activity conducted in the area (not simply volumes reported by customers who have furnished their address, that reside in the area). The data therefore serves to provide an indicative picture of customer issues in the area only.
- 6.5 For a fuller understanding of the volume of some of these service enquiries including blank areas shown in the table at 6.2 please refer to the Safer Communities Team Update report (Report by the Head of Communities & Neighbourhoods) likely included within this Committee's annual diet.

## 7.0 Compliments

- 7.1 By adding a database marker we can now report compliments by area Committee level. Again, this analysis is based upon the address of the complainant rather than the geographic location of the Service being complimented. From the examples obtained it doesn't appear that this distinction matters.
- 7.2 The following table provides some details of the 14 compliments received from customers in the Cowdenbeath area, the Service areas complimented and some typical examples of the type of compliments received.

Service	Vol	Example
Building Services	4	We had an electrician out late on a Friday night. He was very polite and friendly and checked in with what was best for us. Just wanted to give a shout out to him.
Contact Centre	1	Customer was looking to pass on his thanks after calling in previously and speaking with CSA Eve Gillies whom he advised was extremely helpful, very good at her job and went above and beyond for him.
Domestic Waste	1	Customer wanted to thank Fife Waste Ops for the TOR service she receives; it has been a life saver for her and has made a massive difference. Was not aware of it before but could not recommend it any higher. Just wanted to pass on her appreciation as she spoke so highly of the crew and the service
Education	1	I would like to submit a compliment to Benarty Primary School and the PSA, my son has been struggling for quite some time now and as being in P7 he is missing out so much e.g., leavers assembly's, trips, gala floats etc as he just cannot cope and will not attend. After speaking with the PSA this morning, she actually suggested to get paper sent home to me so my son could design his own poster and it will then be included on the gala float, I am so touched with this idea and am overwhelmed that this lady took it upon herself to ensure my son is still included in some way! Much appreciation from all our family, I have been feeling a little sad lately at the thought of all the wee things he's missing out on, and this has just put a big smile on my face! Thank you with all my heart, you have made an anxious mum very happy
Grounds Maintenance	4	The crew who has been cutting the grass out the front of Arthur Place have made an amazing job of the grass this year and credit where it is due.
Communities and Neighbourhoods	1	I contacted the road safety team late Monday night as explained my daughter who is autistic is infatuated with Ziggy and needs help with road safety as she is starting high school this week and still is has no road safety but it's aimed for schools rather than individuals. Before lunchtime today, Gillian who answered my email in the morning had dropped off a fantastic road safety bag filled with items and I cannot

Service	Vol	Example
		be more thankful for this and made my daughter a very happy girl - thank you.
Housing Services	1	Customer phoned the contact centre and wanted to thank Kenny for all his help she also received a home visit from Michelle and said Michelle was lovely, friendly she put her at ease and had a great work ethic. She was very happy with the way I dealt with the call and says everyone she has spoken to in Fife Council have been really helpful.
Roads & Transportation	1	I wanted to drop you a quick note of thanks for dealing with this issue. The speed pad has been removed as it appears it didn't meet the proper specifications. This is a great example of giving the Council the appropriate information as sometimes we don't know something is wrong until we are told. Thank you again for your attention and not fobbing me off as can sometimes happen.

## 8.0 Conclusions

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- 8.1 Overall responsiveness (all complaints in target timescales) was improved over last year's results. The responsiveness in timescale to stage 2 complaint did however slightly decline. The average working days to respond to all complaints remained comparable with last year and was better than the Council average. These figures are important as we consider responsiveness as a key driver of customer satisfaction.
- 8.2 The issues customers complained about within the Cowdenbeath area are broadly similar to those made across Fife as a whole, however, there were proportionally more complaints for Building Services. The main root cause category of these complaints were a failure to fix first time.

### List of Appendices

None

### Background Papers

1. SPSO revised model complaint handling procedure – [Link](#)

### Report Contacts

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6 September 2023  
Agenda Item No.6

## **Area Roads Programme 2022/23 – Final Report**

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

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**Wards Affected:** 7 & 8

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### **Purpose**

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The purpose of this report is to advise the committee on the delivery of the 2022-23 Area Roads Programme (ARP).

### **Recommendations**

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The committee is asked to note the contents of the report and appendices.

### **Resource Implications**

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The 2022-23 ARP was funded from capital and revenue and some ring-fenced budgets. Programmes of work were adjusted, if required, to ensure expenditure remained within the Service budget.

### **Legal and Risk Implications**

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There are no known legal or risk implications arising from the report.

### **Impact Assessment**

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

### **Consultation**

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Members were consulted on the list of projects forming the 2022-23 ARP.



## 1.0 Background

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- 1.1 Committee agreed the list of projects forming the 2022-23 ARP on 9<sup>th</sup> February 2022 (2022 CAC 126, Para 263 refers)

## 2.0 Issues and Options

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- 2.1 Attached are Appendices 1-5 which detail the final position on the progress of individual projects in the programme.
- 2.2 To improve information on how the programme is progressing throughout the year, an on-line system is in place and continues to be developed.

## 3.0 Conclusions

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- 3.1 The attached appendices show the Cowdenbeath Area Programme for 2022-23. The type of works, work location and expenditure are provided for each project. Any underspend or overspend is carried through to the following years allocation for the committee area.

### List of Appendices

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1. Carriageway Schemes
2. Footway Schemes
3. Road Safety & Traffic Management Schemes
4. Lighting Schemes
5. Structures Schemes

### Report Contact

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**Cowdenbeath Area**  
**Area Roads Programme 2022-23**

**Appendix 1**

**Carriageway Schemes**  
**Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Design Estimate Plus 20%</b>	<b>Outturn Cost</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
8	Ballingry	B920 Lochleven Road	Hill Road to Fife boundary	£90,112	£108,134	£155	Postponed	Design Only - On hold budget availability. To be delivered September 2023.
8	Lochgelly	B9149 Ph 1	Muir Road northwards	£86,029	£111,838	£133,322	Complete	
7	Crossgates	B925 Springhill Brae	Inverkeithing Road to Curlingknowe	£155,271	£170,798	£168,817	Complete	
7	Rural	C37 Cuddyhouse Road	Old Perth Road to west of recycling centre	£95,000	£114,000	£121,024	Complete	
<b>TOTAL</b>				<b>£426,412</b>	<b>£504,770</b>	<b>£423,318</b>		

**Cowdenbeath Area**  
**Area Roads Programme 2022-23**

Appendix 2

**Footway Schemes Outturn**

Ward	Town	Street	Location/Description	Original Estimate	Design Estimate Plus 10%	Outturn Cost	Progress at 31st March 2023	Comments
7	Lochgelly	Paul Street Phase 1 of 3		£83,778	£92,156	£55,778	Complete	
8	Lochgelly	Moffat Crescent		£59,793	£65,772	£175,211	Complete	Combined with Lighting
7	Cowdenbeath	Meldrum Court		£31,704	£34,874	£810	Postponed	On hold due to budget availability
<b>TOTAL</b>				<b>£175,275</b>	<b>£192,802</b>	<b>£231,799</b>		

**Cowdenbeath Area**  
**Area Roads Programme 2022-23**

Appendix 3

**Road Safety & Traffic Management Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Outturn Cost</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
7	Cowdenbeath	Broad Street	Puffin Upgrade	£40,000	£40,486	Complete	Carried Forward from 2021-22
8	Cluny	Cardenden Road	Traffic Calming	£60,000	£1,315	Complete	Dropped Crossing Point Outstanding
7	Cowdenbeath	Foulford Road	Footway Widening	£15,000	£37,215	Complete	
8	Kelty	Station Road	Traffic Calming/Pedestrian Improvements	£20,000	£123	Ongoing	Brief Issued
8	Cardenden	School Lane	School Streets Project	£25,000	£12,041	Complete	
<b>TOTAL</b>				<b>£160,000</b>	<b>£91,181</b>		

**Cowdenbeath Area**  
**Area Roads Programme 2022-23**

**Appendix 4**

**Lighting Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
7	Cowdenbeath	Phase 6	Union St, Station Rd, Factory Rd, Rosebank	£50,000	Complete	Combined with Footway Scheme
7	Cowdenbeath	Phase 7	Church St, Terris Pl, Thistle St, Wemyss St, Paterson Lane	£65,000	Complete	Combined with Footway Scheme
8	Lochgelly	Moffat Crescent		£40,000	Postponed	Postponed due to contractor availability & SGN works
<b>TOTAL</b>				<b>£155,000</b>		

**Cowdenbeath Area**  
**Area Roads Programme 2022-23**

Appendix 5

**Structures Schemes Outturn**

<b>Ward</b>	<b>Town</b>	<b>Street</b>	<b>Location/Description</b>	<b>Original Estimate</b>	<b>Progress at 31st March 2023</b>	<b>Comments</b>
7	Cowdenbeath	Broad Street	Broad Street Railway Bridge Site Investigations	£150,000	Complete	
<b>TOTAL</b>				<b>£150,000</b>		

6 September 2023

Agenda Item No. 7

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## Pupil Equity Fund 2021-22

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

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**Wards Affected:** 7,8 Cowdenbeath

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### Purpose

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To outline the progress of the Pupil Equity Fund through updating members on the work of schools in their area to address the challenge of Closing the Poverty Related Attainment Gap. This report presents an overview of the rationale, implementation and impact, to date, of the Pupil Equity Fund within schools across the Cowdenbeath Committee Area  
*NB all figures in the report are rounded to two significant figures.*

### Recommendation(s)

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The Committee is invited to:

- (1) scrutinise and comment on the progress made by schools in the Cowdenbeath area in the use of Pupil Equity Fund to positively impact on the educational outcomes of children and young people;
- (2) scrutinise and comment on the work of schools in developing approaches to reducing the Cost of the School Day;
- (3) link directly with individual schools for further information on the impact of Pupil Equity Funding on children's outcomes.
- (4) a workshop will be convened for committee members to hear from school leaders directly about attainment in schools in the area including the impact of PEF on reducing the poverty related attainment gap.

### Resource Implications

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There are no resource implications

### Legal & Risk Implications

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None

### Impact Assessment

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

## Consultation

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No formal consultation was required prior to implementation of the Attainment Scotland Funding as this is a national initiative being implemented by Scottish Government. Schools are however required to consult with stakeholders each year around their use of Pupil Equity Funding.

## 1.0 Background

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### Nationally

- 1.1 The Pupil Equity Funding (PEF) is funding allocated directly to identified schools by Scottish Government and targeted at closing the Poverty Related Attainment Gap. PEF is one element of the wider Attainment Scotland Funding.
- 1.2 The Pupil Equity Funding formed part of the £750m Attainment Scotland Fund which was to be invested over the current Parliamentary term. This fund is directly allocated to schools. It has been confirmed that funding will continue to schools for the next four years.

### Locally

- 1.3 In 2021/22, Fife Council schools received £10.3 million of Pupil Equity Funding (PEF) plus 15% pupil premium of £1.5 million giving a total of £12 million funding, to support the closing the Poverty Related Attainment Gap. The pupil premium was awarded in 2021 to provide further resource in recognition of the new and additional challenges resulting from COVID-19. This can be broken down as follows:

Primary - £8.9 million  
Secondary - £2.8 million  
Special - £170 000

- 1.4 Details of Pupil Equity Funding received by individual schools in the Cowdenbeath area can be found in Appendix 1. This totals:

Primary - £1.8 million  
Secondary - £489 000

- 1.5 As in previous years the funding allocation has been calculated using the most recently available Healthy Living Survey and Pupil Census data and is based on:
  - The estimated number of P1-P5 pupils who would be registered for free school meals using the national eligibility [criteria](#).
  - The number of P6-P7 and S1-3 pupils who are registered for free school meals.
  - The number of special school pupils in the P1-S3 age range registered for free school meals.
- 1.6 In session, 2020-21 free school meal registration in Fife was 21.8% for primary aged children and 17.9% for pupils attending secondary school. In the Cowdenbeath area schools this is 27.5% for Primary and 23.2% for Secondary.



## 2.0 Planning and Reporting

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- 2.1 Support for schools in the planning of the use of Pupil Equity Funding is provided at school, Cluster, Education and Children's Services Directorate and national levels.
- 2.2 As Pupil Equity funding is allocated directly to schools it is the role of the Head Teacher and school community to identify how best to use this funding to ensure equity for their pupils.
- 2.3 Schools are required to incorporate details of their Pupil Equity Funding plans into existing reporting processes to their Parent Council and include specific sections in their annual reporting through School Improvement Plans and Standards and Quality Reports
- 2.4 A review in 2022 carried out by Education Scotland found that Fife has strengthened the reporting of outcomes of PEF spend to ensure the impact of the fund is maximised. PEF planning, monitoring and reporting has been improved each year and is aligned with the school improvement cycle.
- 2.5 From our monitoring of spend in session 2021/22 schools were allocated a total of £11.8 million. With the carryforward from session 2020/21 schools had a total of £15.6 million to spend. From this, they spent a total of £9.6 million (62%), leaving an underspend across our schools of £6 million (38%). This underspend is measured in March at the end of the financial year however staff funded from PEF are paid until August. As of July 2022 this underspend was £3.4 million (22%). This is in line with the picture nationally.
- 2.6 Schools in the Cowdenbeath area were allocated a total of £2.3 million. From this, they spent a total of £1.5 million (65%), leaving an underspend across our schools of £805 000 (35%) in March. This was mainly to cover staffing costs from April to August.
- 2.7 Schools were also unable to engage in all planned activities due to the disruption caused as a result of the pandemic. Staff and pupil absences were high and this will have impacted on some schools' ability to undertake some of the work on their PEF plans. This underspend was carried forward into session 2022/23. This funding was retained by schools and will be used to continue to support learners who are impacted by poverty.

## 3.0 Progress

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- 3.1 In 2021/22 a second review of the impact of Attainment Scotland Funding within Fife was undertaken. This was a joint endeavour between Fife Council Education and Children's Services and our Education Scotland Attainment Advisor. It involved visits to ten schools, five of whom were in receipt of Schools Programme Funding, gathering data from staff, pupils and families across Fife. The data informed the basis of our Taking a Closer Look 2: A Review of Attainment Scotland Funding in Fife report.
- 3.2 Key findings from this review identified that within our schools:
  - The effective use of data has increased.
  - More schools are using Improvement Methodology to support their planning.

- There is clear evidence of staff developing the skills in data literacy, improvement methodology and nurturing approaches that will ensure sustainability.
- By setting clear aims and measuring data over time schools are able to identify the interventions that are having the desired impact.
- A key element of the success that schools have had with engaging families has been the deployment of staff to provide support to families.

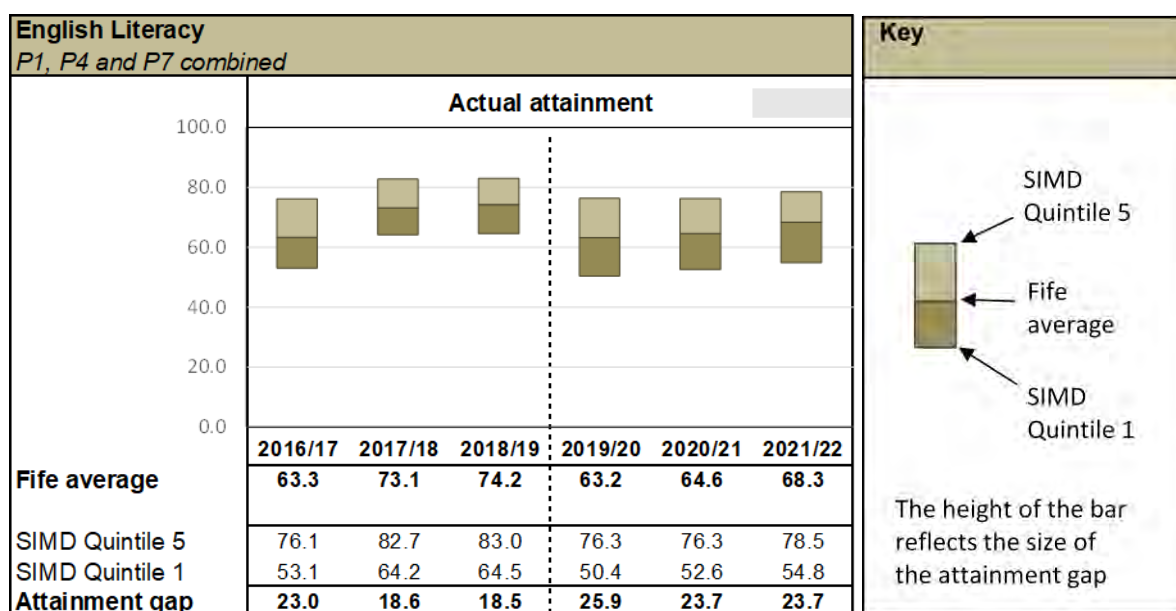
3.3 The review also identified that the key features of schools making the most impact were:

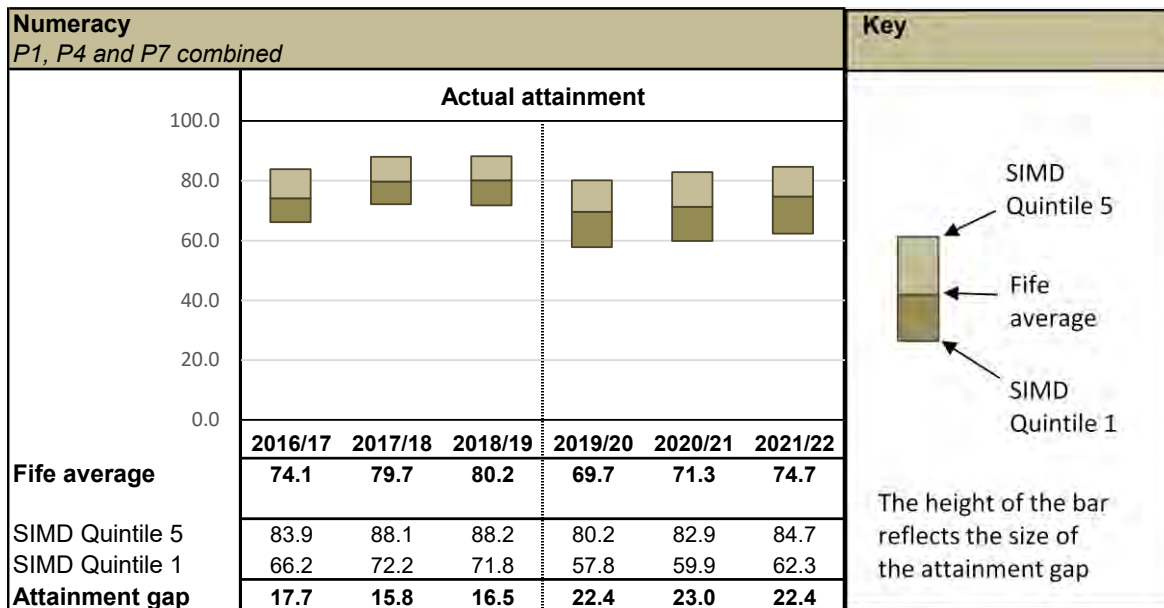
- An understanding of nurture and the value of this in determining the culture, ethos and relationships across the school.
- A shared understanding and vision for all learners that is centred around a culture of continuous improvement.
- Shared responsibility and leadership at all levels for ensuring improvement in outcomes for identified learners.
- High levels of expertise in data analysis at all levels to drive clear and outcome-focused self-evaluation.
- High-quality professional learning informed by self-evaluation, leading to improved learning and teaching.
- Effective partnership working e.g DAPL Fife (Drugs, Alcohol & Psychotherapies Limited), YMCA, Education’s Professional Learning Team and Osiris.

3.4 The report identified the scope to involve stakeholders (pupils/ staff/ parents) more in planning and supporting the range of work being undertaken through ASF in schools. The report also recommended further exploration of the use of participatory budgeting within school communities to support improvement activity.

## 4.0 Impact

4.1 Figure 1 shows the attainment gap that exists for pupils who live in the most disadvantaged 20% of areas – SIMD Quintile 1. As can be seen, the trends in attainment for these groups has have been adversely impacted by the Covid pandemic.





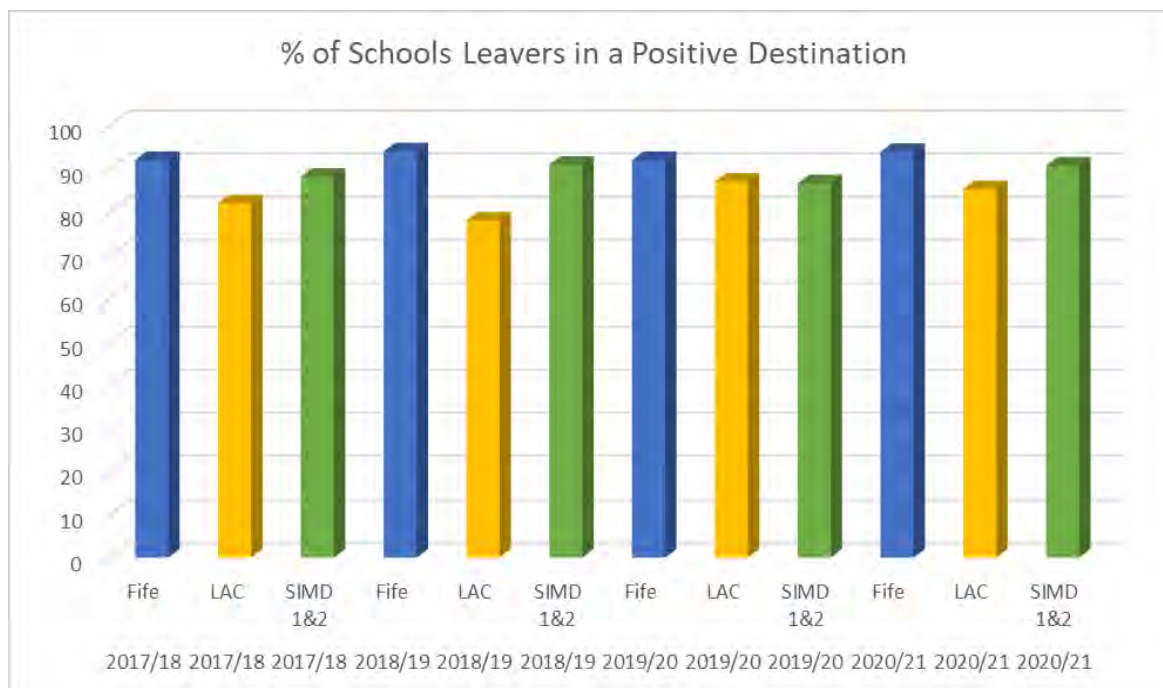
**Figure 1.** Trends in achievement of CfE levels in literacy and numeracy by primary pupils (P1, P4 and P7 combined) over the last six school years.

4.2 As can be seen:

- Levels of achievement for CfE continued to improve between 2016/17 and 2017/18, with a further closing of the attainment gap.
- However, levels of achievement and the attainment gap remained at a broadly similar level in 2018/19 to the preceding year.
- In 2019/20, the first year of the Covid-19 pandemic, attainment fell, and the attainment gap widened significantly again.
- Since 2019/20, achievement levels have begun to recover but are still significantly lower than in 2018/19.

4.3 The gap between the percentage of care experienced young people (LAC) who achieve a positive destination after school and their peers was reducing and was only 5% in 2020 (figure 2). This rose slightly in 2021 to 8% which equates to an increase of approximately four young people not achieving an initial positive destination.

4.4 The gap between the positive destinations achieved by those in SIMD quintile 1 and their peers has fallen to 3%.



**Figure 2.** shows the initial positive destination data for care experienced young people and those living in SIMD Quintile 1.

- 4.5 The Care Experienced Children and Young People and school's Pupil Equity Funds support the partnership of four High schools (Glenwood, Viewforth, Lochgelly and St Andrew's RCHS) with MCR Pathways a charity that supports care experienced young people to sustain positive destinations after school. It funds a programme coordinator in each school who works directly with groups of care experienced young people in S1 and S2 and then identifies volunteer mentors who can meet them weekly during S3 -S6.
- 4.6 Appendix 2 shares specific examples of interventions funded by Pupil Equity fund in Cowdenbeath area schools and their impact.

## 5.0 Cost of the School Day

- 5.1 Cost of the School Day has been a significant focus since the inception of Pupil Equity Funding. A significant number of schools continue to have uniform banks and this has been extended to include personal products. Some schools have extended this to offer clothes washing, laundry products and home cleaning products. Many schools had removed the cost related to the curriculum e.g. charges for resources in practical courses like Home Economics and Design Technology, prior to the Scottish Government funding. This is now in place in all secondary schools. Schools have started to look at the accessibility of school trips, especially at high school.
- 5.2 The costs relating to music tuition have been removed in Primary and Secondary school for all young people. Active schools have worked with local partners to provide cost free after school clubs in most Fife schools. Every young person who needs one now has a chromebook device suitable to complete schoolwork at home (i.e. not a phone).
- 5.3 The majority of schools use this to provide additional food through breakfast clubs or food carts. A few schools have a resource box in each classroom with resource

toiletries and snacks from which young people can help themselves. We are looking to scale and spread the effective practice in this area and are setting up a working group of Headteachers to facilitate this.

- 5.4 Almost all Secondary school provide a free piece of uniform (usually a tie) to all new S1 pupils. The Scottish Government is currently consulting on new guidance for school uniforms, school communities have been encouraged to participate.
- 5.5 All Headteachers have received support through our regular Attainment Scotland Networks, to plan mitigations to the Cost of the School Day. Schools are directed to the cost of the school day [toolkit](#) and associated resources created by the Child Poverty Action Group. The Poverty Alliance provided a specific training for 39 pupil support assistants from across Fife schools in May 2022. Schools were able to share good practice and learn from colleagues across Scotland.

## 6.0 Conclusion

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- 6.1 As identified earlier in this paper, the impact of Covid 19 and subsequent school closures had a significant impact on all pupils. Schools continue to reflect upon the use of Attainment Scotland Funding and adapt funding accordingly to ensure that our most vulnerable learners are supported and challenged.
- 6.2 There is no doubt that the effect of the pandemic continues to impact our most disadvantaged learners. Our schools are working relentlessly with families and communities to support wellbeing and to re-engage them in learning. However, in line with findings nationally, educational attainment has been affected for all age cohorts and we saw a widening of the attainment gap in some settings which we are beginning to show signs of addressing. A lack of face-to-face pupil contact was the most commonly cited challenge for our schools during school building closures. Despite adapting their approach to remote learning, some schools identified a lack of in-person contact as barrier to engagement – in terms of delivering the curriculum and maintaining targeted interventions and pastoral care.
- 6.3 Attendance across our schools continues to be impacted with evidence showing mental health within families to be a key contributor to this. Our most disadvantaged learners will remain a focus of our work, as though it is essential that we consider the equality aspect of learning and ensure that all of our young people have access to high quality learning and teaching, it is vital that we pay close attention to those learners identified through our Pupil Equity Fund work. We will work to ensure that these young people receive more than the provision for all and that there is a continued focus upon equity and additionality.
- 6.4 As we moved through last session, we were able to have people back into buildings, schools reported a lack of confidence in families in their engagement with schools. This is an area that schools will continue to develop and nurture to ensure that family engagement is once again core to improving outcomes for our learners.

## List of Appendices

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1. Pupil Equity Fund Overview in the Cowdenbeath Area
2. Examples from Cluster Schools of Work Being Undertaken Through PEF

### Background Papers

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

[Free School Meal Entitlement and eligibility - gov.scot\(www.gov.scot\)](http://gov.scot/www.gov.scot)

[Equity in Fife – Pupil Equity Funding – Fife Education 2021](#)

[Pupil Equity Funding: school allocations 2021 to 2022 - gov.scot \(www.gov.scot\)](http://gov.scot/www.gov.scot)

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**Pupil Equity Fund Overview****Cowdenbeath Area****Session 21/22**

<b>School</b>	<b>Roll (approximate)</b>	<b>SIMD Average</b>	<b>2021-22 Total Allocation including Top-up</b>	<b>2021-22 Underspend Carried Forward</b>
Benarty Primary School	295	2	£187,394	37%
Cardenden Primary School	156	3	£69,040	50%
Cowdenbeath Primary School	176	3	£43,678	82%
Crossgates Primary School	225	7	£83,130	42%
Denend Primary School	152	3	£91,584	66%
Foulford Primary School	358	5	£61,995	63%
Hill of Beath Primary School	182	3	£19,726	69%
Holy Name RC Primary School	40	3	£162,033	63%
Kelty Primary School	466	5	£67,631	62%
Lochgelly South Primary School	166	4	£107,082	51%
Lochgelly West Primary School	230	3	£60,868	60%
Lumphinnans Primary & Community	122	3	£100,038	39%
St Agatha's R C Primary	232	3	£69,040	75%
St Bride's R C Primary School	172	3	£35,225	47%
St John's R C Primary School	214	5	£50,723	4%
St Joseph's R C Primary School	121	4	£65,940	59%
St Kenneth's R C Primary School	260	2	£176,123	31%
St Margaret's R C Primary School	349	7	£40,860	26%
St Marie's R C Primary School	358	4	£114,127	20%
St Ninian's R C Primary School	132	4	£57,768	39%
St Patrick's R C Primary School	186	4	£46,496	32%
St Paul's R C Primary School	192	4	£56,359	46%
St Serf's R C Primary School	63	2	£35,225	21%
Beath High School	1268	4	£195,848	27%
Lochgelly High School	804	3	£181,758	56%
St Andrew'd RC High School	836	4	£111,309	28%

Examples from Cluster Schools of Work Being Undertaken Through PEF

Strand	Intervention(s)	Impact
Literacy	Across the cluster a range of interventions have been implemented to support literacy. These have included additional staffing to provide targeted supports in aspects such as phonological awareness/ writing/ speech development; developing the use of data with staff to improve planning and identify learners who would benefit from additional input and supported reading groups.	Identified evidence of impact from interventions across the cluster: -almost all children in primary 1 can now write their name. - all target pupils had improved the number of speech sounds they could say correctly. - In identified reading groups almost all pupils increased their word reading of CVC words. - In identified writing groups most children improved in their ability in writing sentences.
Numeracy	In one school new resources were purchased to support early and first level numeracy. Targetted groups were supported through additional staffing.	This led to a 20% increase in attainment at First Level numeracy.
Health and Wellbeing	Children with additional support requirements have engaged in small social groups to discuss emotions and triggers. The pupils involved in these groups have been reassured that they are not the only people to face these barriers and worries.	Most children in these groups have a higher level of sense of self and have created a self-sustaining network for peer support which they access when they need it, allowing children to be in control of their supports leading to sustained self-management.
Professional Development	Across all schools staff engaged in professional learning to develop their own use of IT in order to support online learning during lockdown periods.	In one cluster Staff engaged in a collegiate learning opportunity on Inservice days where they attended high quality professional learning led by Sue Cowley which enabled staff to create a shared vision of differentiation across the cluster.
Additional Staff	Almost all schools within the cluster use some of their funding to employ additional PSAs. These staff work directly with targeted groups and individuals.	Additional staffing supported the absence levels from covid. When this absence cover was not needed, they were supporting within a specific class where attainment levels for a few children was more that 18months behind. the focussed support with this class and the shared teaching and planning of learning had a significant impact and all children made good progress reducing the attainment gap to 1 year or less. .
Engagement with 3rd Sector	Schools worked in partnership with First Chances, DAPL Duke of Ediunburgh and ASDAN.	Feedback from pupils supported by a DAPL counsellor in one school- Pupils who rated themselves as having moderate-severe anxiety, low mood, poor mental health at the start rated themselves as having mild to no symptoms of low mood, anxiety by the end of the sessions. Pupils reported that they felt they had more strategies they could use to help



		support them in situations that they might previously have struggled.
IT Support	IT to support parental engagement during the lockdown periods. Many schools made use of additional funding to purchase IT to support learners during the lockdown period eg SeeSaw; Clicker8 Development of ICT skills for all learners, so that all learners P1-7 can competently use Teams, P4-7 GLOW and Office 365	
Cost of School Day	Across the cluster schools are making use of some of their additional funding to reduce costs to young people. Examples of this include payment for residential trips( when allowed); support for resources to use at home during lockdown periods; uniform purchase and breakfast clubs. In one school a Fairshare project is in place and most of families have used this service where there is a requested donation of £2 to cover our costs and families get approximately £15 of groceries.	This allows for the cost-of-living pressures to be taken into consideration and low-cost good quality food to support families. School uniform swap days are in place and lost property is offered to the wider school community if it is not claimed. In Beath HS Equity Captains are paired with Cowdenbeath Primary School to mentor, support and assist in any way they can with their equity programme.

N.B – There was no expectation that schools should undertake work in each of the strands therefore not all strands will contain examples of interventions or impact.

6 September 2023

Agenda Item No. 8

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## **Cowdenbeath Area Local Community Plan - Plan 4 Cowdenbeath Area 2023-2026**

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**Report by:** Paul Vaughan, Head of Communities and Neighbourhood Service

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**Wards Affected:** Wards 7 and 8

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### **Purpose**

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To agree the priorities in the revised Plan 4 Cowdenbeath Area 2023-2026.

### **Recommendation(s)**

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Members are asked to approve the Plan 4 Cowdenbeath Area 2023-2026.

### **Resource Implications**

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The delivery of the Plan 4 Cowdenbeath Area 2023-2026 will have resource implications. Local Community Planning (LCP) activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets, and external funding. Partners also contribute to delivery of the LCP by developing targeted projects and initiatives. Spending from the Community Recovery Fund will be aligned to support the Local Community Plan priorities. Staff will be expected to change their normal ways of working to resource the required changes to make the Plan a success.

### **Legal & Risk Implications**

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There are no legal or risk implications based on this report.

### **Impact Assessment**

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

### **Consultation**

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Throughout 2022 and 2023, there have been a series of workshops to establish key priorities for a new Plan 4 Cowdenbeath Area 2023-2026.

The first workshop of the Lochore Meadows Consultation, held on the 12 November 2022, focused specifically on the communities' views and vision for the new Plan 4 Cowdenbeath Area 2023-2026.

Young people in the area were consulted via schools and youth groups, allowing them to contribute their thoughts and ideas in a way which best encouraged their participation.

The Cowdenbeath Area People and Place Partnership groups participated in workshops on 8 September 2022 and 15 February 2023. They considered their own knowledge, feedback from the community and data from the local strategic assessment, to inform and shape the priorities in the new Plan 4 Cowdenbeath Area 2023-2026.

A workshop to discuss and capture elected members priorities for the new Plan was held on the 15 September 2022 and on 22 February 2023. Members provided comments and suggestions to support the partners within the people and place group to get to a final report position.

The People and Place Partnership groups considered feedback received from members and an updated draft was produced to reflect this, strengthening the priorities and actions designed to deliver positive outcomes for the Cowdenbeath Area.

Further workshops were held with members on 27<sup>th</sup> June 2023 and 8<sup>th</sup> August 2023, to refine the content of the Plan prior to Committee.

Ongoing partnership working, community consultation and engagement will be facilitated throughout the lifespan of the Plan, to support the development of activity and actions.

## **1.0 Background**

- 1.1 Local Community Plans (LCP) have been in place across Fife for the past ten years and are generally updated every three years in line with the Plan for Fife. The revised plan for 2023 to 2026 is in line with the Council's recovery and renewal priorities, with a much stronger focus on identifying the improvements and shifts in approach that are needed in each local area.
- 1.2 The work to shape the three-year refresh of the Plan for Fife has highlighted the interdependencies that exist between action needed to tackle poverty, to build and maintain wealth in Fife and to address the climate emergency. The improvements and shifts in approach that are identified should reflect this interconnectedness to achieve maximum benefit for Fife's communities
- 1.3 The new Plan for Cowdenbeath Area 2023-2026 sets out a vision and key priorities. All partners are responsible for aligning service delivery to meet the aims of the plan, integrating the key priorities into the work they deliver. Partners are accountable to the relevant area committee for their ongoing contribution to delivering the plan's vision.

## **2.0 Current arrangements**

- 2.1 The Cowdenbeath area currently deliver on the Plan 4 Cowdenbeath Area 2019-2022. This plan is now due for revision in line with the revised Plan for Fife recovery and renewal priorities. The local plans are intended to be key local delivery vehicles for priorities in the local area and are aligned to the overall vision for Fife and its ten-year ambitions.
- 2.2 The plan sets out a vision for the local area, which is endorsed and owned by the relevant area committee. To help deliver these aspirations, the aim is that other delivery plans and services in the area align with the plans. Local partners and services are accountable to the relevant area committee for their ongoing contribution to delivering the Plan's vision. The Area People and Place Groups were established to support this process.
- 2.2 The Cowdenbeath Area People and Place Partnership groups have a diverse membership reflecting the scale of the partnerships active in the area. In preparation for the new Plan

4 Cowdenbeath Area 2023-2026 the group have participated in workshops looking at what the evidence and data tell us, what people are telling us and developing a framework for the new plan.

- 2.3 At a joint People and Place group workshop it was widely recognised that it is, at times, challenging to separate people and place. In response to feedback from the group in the Cowdenbeath Area, partners have agreed to combine groups to form the Cowdenbeath Area Partnership Group, meeting on an 8 weekly cycle which will further develop actions and activities in the plan, as well as monitor and review progress.

### **3.0 Revised Plan 4 Cowdenbeath Area 2023-2026**

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- 3.1 As highlighted in the Christie report and the Plan for Fife, an emphasis on prevention rather than crisis support is needed through joined up working across all sectors. As not all the improvements needed will have been planned for, the LCP should act as a commissioning document – identifying any new activity that will be needed to deliver better outcomes. LCPs should not simply mirror what is already in other plans and strategies.
- 3.2 The revised local community plans will therefore:
- a) Identify the key challenges and opportunities based on evidence, e.g., the local strategic assessment.
  - b) Set out a short list of three-year improvements planned for the area.

#### **Key challenges and opportunities**

- 3.3 Using the local strategic assessment <https://know.fife.scot/> as an evidence base, the plan sets out the key challenges and opportunities for the area over the next three years. These identified priorities will provide the basis for joint improvement activity. Where new activity is needed, the LCP will provide a continuing basis for dialogue with services about what is needed and how this should be resourced.

- 3.4 Workshops undertaken with the partnership around the new plan in September 2022 and February 2023 reflected on previous priorities for the people and place groups.

Areas for improvement under people included:

- Mental Health
- Poverty
- Social Isolation
- Fellingssafe/anti-social behaviour
- Food insecurity
- Domestic Abuse, Drug use, Prevention, youth work and employability

Areas for improvement under place included:

- Making the most of existing assets
- Community Involvement in improvements
- Improving Town Centres
- Improving our estates and open spaces
- Improving leisure provision for all ages
- Clean and safer street.

- 3.5 The workshops considered previous priorities, the changing needs within the area post-Covid and in light of the Cost-of-Living Crisis and evidence from a number of sources. Following discussion, three key priorities emerged for the Plan 4 Cowdenbeath Area 2023-2026.

#### **Priority areas for Cowdenbeath**

- Addressing poverty
- Raising aspirations
- Community engagement

- 3.6 These priorities will actively consider actions and activities to address the climate change emergency, support economic recovery and deliver a Community Wealth Building approach, aligning it with the Recovery and Renewal Plan 4 Fife 2021-2024.

## **4.0 Next Steps**

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- 4.1 The Cowdenbeath Area Partnership Group will develop a three year action plan and programmes of activities, with measurable outcomes, that align to the three key priorities identified and will actively work to secure resources to deliver on them. The plan will be a working document that should grow, develop and evolve to meet the needs of the area, drawing on input from the community.
- 4.2 Partners who bring reports to future Cowdenbeath Area Committees will be asked to highlight the links between their work and the priorities for the area. This will help ensure a continued focus across services towards support for the Plan 4 Cowdenbeath.
- 4.3 Annual reports will be provided to members, updating them on work associated with meeting the aims of the Plan 4 Cowdenbeath.

## **5.0 Conclusion**

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- 5.1 The Plan 4 Cowdenbeath Area 2023-2026 has been developed in consultation with the local People and Place Partnership groups, elected members and the community. It sets out the vision for the local area and highlights three priorities which will be the focus of service delivery over the next three years.
- 5.2 An action plan will be developed, which will provide a key tool for focusing service delivery and accountability to addressing the priorities identified within the Plan 4 Cowdenbeath 2023-2026.
- 5.3 The People and Place group have amalgamated to form the Cowdenbeath Area Partnership Group. They will meet on an 8 weekly cycle which will further develop actions and activities in the plan, as well as monitor and review progress.

#### **List of Appendices**

1. Plan 4 Cowdenbeath Area 2023 – 2026

#### **Background Papers**

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

- The Plan 4 Cowdenbeath Area 2019-2022:  
[https://our.fife.scot/\\_data/assets/pdf\\_file/0022/216049/Cowdenbeath-Plan-2.pdf](https://our.fife.scot/_data/assets/pdf_file/0022/216049/Cowdenbeath-Plan-2.pdf)
- Cowdenbeath Area Strategic Assessment (2022) DRAFT  
[https://know.fife.scot/\\_data/assets/pdf\\_file/0026/363338/LSA-2022-Cowdenbeath-DRAFT-v2.pdf](https://know.fife.scot/_data/assets/pdf_file/0026/363338/LSA-2022-Cowdenbeath-DRAFT-v2.pdf)
- Cowdenbeath Economic Profile  
[2022-01-04 Local Area Economic Profiles \(Dec 2021\) \(fife.scot\)](#)

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visit [our.fife.scot](http://our.fife.scot) and get involved

# PLAN 4 COWDENBEATH AREA

Local Community Plan 2023-2026

Published August 2023



# Our vision

Our vision is to work together to meet the needs of individuals and communities in the Cowdenbeath Area. We will listen and engage with our communities, shaping local services to support them achieve their full potential. We will provide opportunities, resources and deliver services, based on what our communities tell us.

## *What is the Cowdenbeath Area?*

- The Cowdenbeath Area consists of a number of communities covering two ward areas, wards 7 and ward 8. Communities include:
  - Ward 7 – Kelty, Cowdenbeath, Crossgates, Hill of Beath, Lumphinnans.
  - Ward 8 – Ballingry, Lochore, Crosshill, Glenraig, Lochgelly, Cardenden.
- With a total population of circa 42,000 residents the area owes much to their historical links with coal mining and extensive coalfields that characterised the area.

## *What puts us on the map?*

- The Cowdenbeath area sits within central Fife, well connected with road and rail infrastructure. It is rich in heritage and natural green space.
- At its heart is Lochore Meadows Country Park, which attracts over 1 million visitors a year, providing access to nature, outdoor activities, leisure and social opportunities. It is also home to Fife Cycle Park, Cowdenbeath Racewall, Leisure Facilities, beautiful buildings and much more.
- The 2020 Narrative Enquiry identified that *“Cowdenbeath stands apart from the other areas because of the strength of its community spirit and connections.”*

## *What major challenges do we need to address?*

- Poverty within the Cowdenbeath Area, its impact, and its consequences.
- Lack of Community empowerment and engagement – the communities we serve do not feel listened to, valued or empowered.
- Lack of aspiration within the communities – barriers and limited opportunities for individuals and their communities to reach their full potential.
- Anti-social behaviour throughout the area, the factors which drive this and resources available to tackle it.



## *Where are we just now?*

The Cowdenbeath Area requires a new plan to ensure it delivers services and improvements which meet the needs of the community, recognising that the Covid pandemic has left a legacy of change and new challenges.

To ensure the Council, local partners and elected members work together, this new plan highlights the top priorities for Cowdenbeath Area so we can have a targeted approach in what we deliver and how we continue to support and develop our communities, putting them at the heart of all that we do.

This plan provides a guiding vision of what, collectively, we'd like to achieve by 2026. It was developed by the Cowdenbeath Area Partnership group, who are accountable to the Cowdenbeath Area Committee, for their ongoing contributions to the delivery of the plan. It is based on data\* from various sources to ensure there's evidence behind what we're looking to achieve.

## *What do we want our communities' future to look and feel like?*

- Individual skills and talents are recognised, nurtured and developed.
- People can set goals and aspire to achieve them, with support available from a range of services.
- Young people are an integrated and respected part of the wider community.
- People have the resources they need to thrive and live healthy, happy and fulfilled lives.
- Everyone in the community feels engaged with service providers and each other.

## *What do we want to achieve?*

- People in our community are lifted out of poverty.
- People are provided with opportunities and are supported to reach their potential.
- Empowered communities, able to shape services in the area to improve opportunities and outcomes.
- Thriving places for all people of all ages, which instil a sense of pride.
- Maximise on our area's assets, improving accessibility and as a tool to support the communities aims (eg. Lochore Meadows Country Park, Community halls and centres, open spaces).
- All partners engage with communities in a consistent way, making use of the Community Engagement Toolkit.

\*data sourced from <https://know.fife.scot/>

# What are the priorities for the Cowdenbeath Area?

Information taken from the Strategic Assessment (2022), Narrative Enquiry (2020) and feedback from both the community and professionals working in the Cowdenbeath Area, was analysed to identify the main areas of focus for the next three years.

Three distinct priorities have emerged which will help all partners to deliver real improvement for our communities, while embedding these priorities throughout the work they undertake.



## *Tackling Poverty*

Cowdenbeath has 19.6% of the most deprived SIMD (Scottish Index of Multiple Deprivation) data zones in Fife, exacerbated by the cost of living crisis and a number of other factors. Lifting people out of poverty is critical to ensure our communities have access to the resources needed to live healthy, happy and fulfilling lives.



## *Raising Aspirations*

Conversations between the community and members of the Cowdenbeath Area Partnership Group highlight a lack of aspiration, particularly with young people in the area. Providing greater engagement and opportunities is essential to creating strong, successful communities, which aspire to achieve and improve.



## *Community Engagement*

Community engagement is key to building strong, resilient and empowered communities. It is essential that people of the Cowdenbeath Area are empowered to shape their communities, supported by services which are tailored to meet their needs. The Plan 4 Cowdenbeath therefore places an emphasis on Community Engagement to require partners to listen, respond to and empower local communities and their voices.

# How does the Local Plan relate to the Plan 4 Fife?

The three priorities identified in this plan support the Plan 4 Fife, ensuring that there is a golden thread running from local service delivery within our community to the overall aims of Fife Council's plan to deliver for the people of Fife.

## Opportunities for All

**Tackling Poverty**  
seeks to ensure all citizens have the resources to live happy and healthy lives.

**Raising Aspirations**  
aims to ensure that all citizens aspire to achieve and have opportunities and support to do so.

**Community engagement**  
helps organisations tailor support and deliver what our communities need to ensure everyone can thrive.

## Thriving Places

**Tackling Poverty**  
will be supported by the development of a thriving local economy and an environment which supports the most vulnerable in our society.

**Raising Aspirations**  
to encourage pride and ambition for the area, supporting communities to take pride in their environment and facilities. It provides encouragement for entrepreneurship and supports a Community Wealth Building approach.

**Community engagement**  
will allow us to understand the communities vision of a thriving place, so we can work in partnership to deliver on their aspirations.

## Inclusive Growth and Jobs

**Tackling Poverty**  
Supporting income maximisation brings money into the local economy. A community wealth building approach will help keep this additional money circulating, creating growth and jobs.

**Raising Aspirations**  
Encouraging entrepreneurship and providing support for new businesses develop will support growth. This is underpinned by creating a culture of encouragement and support in local communities.

**Community engagement**  
By establishing what local communities want and need, we can better plan and deliver growth, providing greater assurance to investors and businesses to come to Cowdenbeath.

## Community Led Services

**Tackling Poverty**  
Taking action to support people in poverty is delivered locally, tailoring our response to local needs and demands. Lifting people out of poverty required community led services, which are aligned to best meet their needs.

**Raising Aspirations**  
This can only be achieved where it is led by the community. They need to have opportunities and support from partners, but lead the way in identifying what their aspirations are to ensure they can take ownership of their journey.

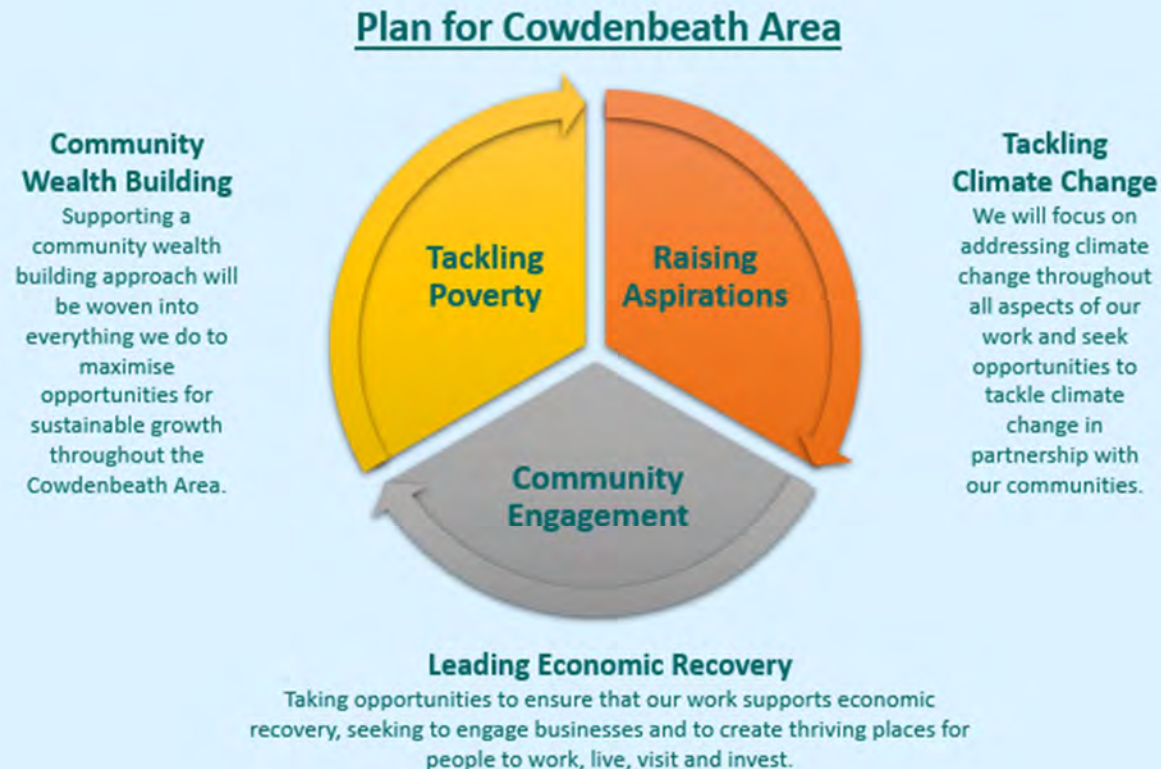
**Community engagement**  
Working with the community to ensure they're able to contribute to shaping services in the area, in a way that they feel valued. Working with community groups to support them in achieving their aims.



## How does the Local Plan support Recovery and Renewal?

The three priorities identified in this plan will be delivered with a conscious focus on opportunities to extend Community Wealth Building, support tackling Climate Change and Leading Economic Recovery. These principles will be embedded into all projects and help guide service delivery throughout the area.

The principles in the Recovery and Renewal plan will support discussions with partners on service delivery through partnership meetings within the area.



## Appendix 1 – Improvement plan for LCP

Area Priority	Current Challenge	Improvement Focus
<p><b>Tackling Poverty</b></p>	<p>Cowdenbeath has 19.6% of the most deprived SIMD data zones in Fife, with some communities being in the top 10% of SIMD zones.</p> <p>18.7% of children (15 and under) in the Cowdenbeath Area are living in relative poverty (under 60% of mean disposable income).</p> <p>13.6% of the Cowdenbeath population is employment deprived (9.4% for Fife) and 17.8% are income deprived (11.9% for Fife).</p> <p>Cowdenbeath Area has a number of challenges which deepen poverty including access to transport, access to low cost grocery shopping in some of our communities and limited opportunities for employment in the local area.</p> <p>Now high levels of inflation and substantial increases in the cost of living for basic necessities, such as food and fuel, are adding to the pressures felt by individual households. It is unclear when this situation will stabilise, and how this will impact on widening inequalities.</p> <p>Following the COVID pandemic there has been an increased demand for crisis support and basics such as food and fuel. While there are a range of services in place to support individuals and families, there is a recognition that more needs to be done to support people in moving out of poverty through fair work, training and learning opportunities.</p> <p>Further work is required to understand the barriers individuals are facing and opportunities that may be available to them. Cost of living is an ongoing and increasing concern for local people and there is uncertainty as to what the full impact of this will be in the medium to longer term.</p>	<p>Through the Cowdenbeath Area Partnership Group (CPAG), work with partners and communities to move from crisis support towards poverty prevention, unpicking the reasons for poverty and looking to address the problem at its root to make transformative change that creates a more sustainable, longer-term solution for individuals and communities.</p> <p>Work with CPAG to better understand the challenges faced in our community and tailor our services to deliver preventative work. Undertake community engagement around poverty challenges, with an engagement event to take place in five venues throughout the area during 2023/24.</p> <p>Work with partners to promote and maximise welfare opportunities to ensure we reach our most in need, offering additional support to those who experience barriers to self-service. This includes an increase in engagement at community groups and schools over the next two years, with the aim of delivering a welfare session at all of our schools by 2025.</p> <p>Develop initiatives to support families with the cost of the school day to both support family finances and boost attendance and participation in schools.</p> <p>Support businesses in Cowdenbeath Area to thrive and adopt 'good work' principles for employees. E.g. the real living wage, work placements and training opportunities.</p> <p>Develop, promote and deliver educational opportunities, which will upskill people to improve employment prospects and personal development.</p> <p>Investigate barriers to work, such as childcare and travel, so we can support people back into the workplace or increase working hours. Support breakfast clubs and after school provision, which offer good nutrition, socialisation and strengthen sense of community.</p> <p>Work to build capacity with community food providers to meet local needs, expand volunteering opportunities and strengthen communities. Support community food providers to become more sustainable.</p> <p>Develop community growing initiatives and promotion of 'grow your own' to support household access to healthy food, community food projects, local food security and to help address climate change.</p> <p>Deliver energy support and advice to our communities ensuring they are informed, confident and efficient when using home energy helping to reduce bills, fuel poverty and tackle climate change.</p> <p>We will extend our programme of free and low-cost activities to ensure people in all of our communities have access and opportunities to participate.</p>



		<p>Deliver opportunities to improve access to social work, physical and mental health support services throughout the area.</p>
	<p>Community Wealth Building – A community wealth building approach can support tackling poverty in many ways. Keeping wealth in the local community can support jobs, stimulate economic growth and provide increased opportunities for entrepreneurship. More localised businesses are better placed to support the real living wage and flexibility to support people into work. Partners can work with local businesses to achieve this, which provides a positive cycle of improvement within the area.</p> <p>Climate Change – The impact of climate change will affect low income households disproportionately as it raises costs of insurance, food, fuel, etc. There’s a risk the poverty gap will widen. Considering climate mitigation and adaptation strategies will play a key role in addressing these impacts and in shaping future initiatives to tackle poverty. These considerations will also help to take a longer-term view on support provided.</p> <p>Leading Economic Recovery – Supporting those who are most disadvantaged and furthest from the labour market to secure and sustain meaningful employment; including interventions for disadvantaged groups and communities, supported employment initiatives, skills development and progression; and ensuring anchor organisations in Fife act as exemplars of Fair Employment practices and promote these values more widely with suppliers and other businesses in Fife.</p>	

Area Priority	Current Challenge	Improvement Focus
<p><b>Raising Aspirations</b></p>	<p>Community feedback shows care and maintenance around the area is in need of improvement and indicates a significant drop in the communities sense of influence and control. This has a negative impact on communities aspiring to improve their local area (Strategic Assessment 2022).</p> <p>Only 66.8% of 16-19 year olds are engaged in education, compared to 73% for Fife (Strategic Assessment 2022).</p> <p>Strong social connections are seen as a cornerstone of mental health and wellbeing and community resilience, which is key to raising aspirations. Mental health and wellbeing is a national challenge, which requires joined up service support to make a positive impact in our communities.</p> <p>Technology has become a necessity for keeping connected, working remotely, and accessing vital information. Personal use of the internet in the Area is 96.4% compared to 93.9% for Fife. While levels of internet use continue to grow, people can still be digitally excluded because they lack the skills to navigate the digital world confidently and safely (Strategic Assessment 2022).</p> <p>Feedback from the Cowdenbeath Area Partnership group indicates a lack of aspiration, particularly with young people in the area. Engaging with young people to support positive destinations is a focus for the area.</p> <p>Young people can feel excluded from decision making, with community groups having few young people actively engaged. Young people can provide fresh ideas, new perspectives and enthusiasm to established groups which hasn't been harnessed. This also creates challenges with succession planning for community groups.</p> <p>The Covid Pandemic has left a lasting impact on many within the community, particularly around mental health which can create a barrier to living healthy and fulfilled lives. Access to support can be challenging across the country.</p>	<p>Increase opportunities for individuals within the community to develop their knowledge and skills. Focus on reducing gaps which may be a barrier to building positive lives and improving job prospects.</p> <p>Work to reduce digital inequality by ensuring everyone can access services, support and opportunities. Deliver support and training within the community so people can unlock the opportunities digital skills can bring (information, dignity, independence, employment, etc) through the provision of digital skills courses, which are free to access.</p> <p>Raise awareness of volunteering and the benefits it can bring. Deliver a drop-in volunteering event which promotes volunteering opportunities and connects people with organisations.</p> <p>Engage with young people to support and understand their aspirations and work with partners to provide young people with routes to training, further education and employment ensuring they have an opportunity to reach their full potential (Developing the Young Workforce and the Young Persons' Guarantee).</p> <p>Promote volunteering opportunities to young people to support confidence building, helping them gain experience and make connections within their community.</p> <p>Create and deliver a youth work development programme, providing routes into youth work throughout the area, which will support local employment and provide opportunities for career progression.</p> <p>Promote and support new and existing businesses to grow and develop by continuing to look at investment opportunities, engaging with shop local initiatives, supplier development programmes and to make community connections ensuring our town centres and vibrant and alive.</p> <p>Work with partners to target wellbeing support within communities, breaking down barriers to accessing help and information. This includes supporting community initiatives such as welfare support, The Well and other wellbeing hubs, as well as ensuring information about services is available.</p> <p>Provide opportunities to improve mental health across all sectors of the community. Initiatives will include raising awareness of services available to support reducing social isolation. Improving knowledge that will help reduce stigma around mental health and opportunities for physical activities.</p> <p>Maximise on the potential of our assets such as Lochore Meadows Country Park, Community Centres, Fife Cycle Park and other third-party assets to support the economy, volunteering, education, employment and wellbeing.</p>

	<p>Anti-social behaviour can be a challenge in some areas, negatively impacting communities.</p>	<p>Identify ways to better use our community facilities through community engagement, putting them back at the heart of our communities. Work to enhance social connections, expand educational programmes/projects and encourage culture and creativity.</p> <p>Enhance the communities' sense of pride in local assets and open spaces through improvement projects and new initiatives.</p> <p>Work to understand the factors leading to anti-social behaviour, working collectively to address these factors and tackle anti-social behaviour.</p> <p>Deliver opportunities to improve access to social work, physical and mental health support services throughout the area.</p>
	<p>Community Wealth Building – Work to raise aspirations in the community will be delivered in a way which supports Community Wealth Building. Using local organisations, suppliers and procurement will help to retain wealth locally and ensure local services feel supported and are positioned to benefit from initiatives. Embedding the CWB ethos into work undertaken with the community will help engage groups and individuals with the CWB principles, to start making CWB part of daily life.</p> <p>Climate Change – Working with communities to raise awareness of climate issues will highlight how everyone can be involved and develop sustainable enterprises with education, training and jobs linked to low carbon and renewable solutions. Individual and collective climate action can help raise aspirations and build resilience for community and their place.</p> <p>Leading Economic Recovery – Engage with the local economy and businesses when developing initiatives in the area, particularly around training/skills development, progression opportunities and wellbeing. Supporting development of thriving places, which supports the economy and tourism in the area. Promoting Cowdenbeath Area as an attractive destination for visitors.</p>	



Area Priority	Current Challenge	Improvement Focus
<p><b>Community Engagement</b></p>	<p>83.8% of people in Cowdenbeath Area would like to be more involved in the decisions Fife Council makes that affect their local area, where only 24.8% feel they're involved in their local community and only 10.7% feel they can influence decisions affecting their local area (Fife People's Panel, Survey 35, 2022).</p> <p>Fewer people think the council is good at letting people know about the kind of services that it provides or addressing the key issues affecting the quality of life in their local neighbourhood.</p> <p>Within the Cowdenbeath Area, only one in three people believe the Council provides high quality services and does the best it can with money available.</p> <p>Within the area, fewer people believe that the Council is good at listening to local people's views before it takes decisions or keeping people informed about what is happening in the local area.</p> <p>Knowledge gaps exist between service provision and local needs. Partners need input from communities to address these gaps to better tailor services.</p> <p>78.1% would be willing to work together with others on something to improve their neighbourhood (Fife People's Panel, Survey 35, 2022).</p> <p>54% of people report that they provide some kind of unpaid (voluntary) help to a group or organisation (46% of Fife as a whole). However, there is a need to provide support and recognition for volunteering throughout the area (Fife People's Panel, Survey 35, 2022).</p>	<p>Increase community engagement across the Cowdenbeath Area and develop projects to work directly with people and communities.</p> <p>Refresh community profiles across the area by the end of 2023/24.</p> <p>Deliver Participatory Budgeting work in 8 of our communities, giving the community a voice in developing community projects and helping to increase community aspirations.</p> <p>Develop outreach community engagement opportunities to increase the percentage of people in the Cowdenbeath Area who feel they can influence decisions that affect their local area (e.g. pop up stalls, focus groups, open days).</p> <p>Deliver projects to encourage inter-generational work to enhance community engagement across the generations.</p> <p>Continue traditional ways of communicating information to the community (e.g. posters, flyers, social media, community notice boards) and consider new ways of engagement (e.g. digital engagement opportunities and how we reach the hardest to reach voices).</p> <p>Commit to building community capacity by encouraging and increasing involvement, leadership and participation across all demographics including young people through youth Democracy &amp; Participation in Schools and Community settings; adults and older people; communities of interest; protected characteristics; asylum seekers, refugees and the travelling community.</p> <p>Support social groups to establish and flourish, which can enhance the sense of belonging and social inclusion. These groups can also be key to supporting wider community engagement with the Council and partners.</p> <p>Work with communities to develop revised Community Action Plans and look to provide financial support so that actions can be delivered (Participatory Budgeting).</p> <p>Take advantage of the community engagement toolkit and National Standards of Community Engagement to provide a high quality and consistent approach to engagement. Train representatives from across the partnership to ensure a co-ordinated approach to reduce consultation fatigue.</p> <p>Build upon the positive engagement achieved around Lochore Meadows Country Park, using this as a springboard to continue engaging and listening to the Community.</p>

Community Wealth Building – While engaging with communities, a clear narrative around Community Wealth Building to build awareness and understanding can help achieve buy-in from communities which in turn will help support CWB. Where actions come from community engagement, they should consider how it supports a CWB approach.

Climate Change – Raising awareness of the climate & biodiversity emergency can help encourage collaborative discussion on how to mitigate and adapt the future challenges. This will also help considerations we make in service delivery to be more easily understood. There are opportunities for community engagement activities around climate impact and action. For example, exploring what place-based climate action can be undertaken with individuals and the wider community collectively.

Leading Economic Recovery – Engaging businesses as part of the community to create strong working relationships and broader understanding of support services available to allow future development and growth.

## Appendix 2 – Cowdenbeath Area Partnership Group Membership

The Cowdenbeath Area Partnership Group (previously separate People and Place Leadership Groups) bring expertise from a range of different perspectives to deliver a new, more integrated model of working. They meet regularly to support delivery of the Plan4Cowdebeath. The core membership of the group includes:

- Community Manager
- Education Manager
- Children & Families Team Manager
- Family Support Service Team Manager
- Health and Social Care Representative
- Criminal Justice Services Team Manager
- Safer Communities Team Manager
- Housing Manager
- Community Development Team Manager
- Third Sector Reps
- Community Use Team Manager
- Transportation Lead Consultant
- Grounds Maintenance Team Manager
- Planning Services Officers
- Economy Adviser
- Employability and Skills Lead Officer
- Town Centre Development Unit reps
- Resource Efficient Solutions
- Street Cleansing Officer
- Policy and Place Reps

Representatives from other Services, partner agencies, statutory authorities ( e.g., SEPA, Police Scotland, local tourism associations, local voluntary organisations) may be invited onto the groups as and when required.

6<sup>th</sup> September 2023

Agenda Item No. 9

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## Area Budget and Project Progress Report

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

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**Wards Affected:** Wards 7 and 8

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### Purpose

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The purpose of this report is to update members on Area Budgets, seek agreement for budget allocation to a number of projects and provide an update on existing projects within the area.

### Recommendation(s)

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It is recommended that members of the Committee:

1. Note spend on the Cowdenbeath Area budgets 2023/2024 as shown in appendix 1.
2. Note spend on the Cowdenbeath Area's Community Recovery Fund budget, as shown in appendix 2.
3. Note the progress on projects agreed at the December 2022 Area Committee, as shown in appendix 3.
4. Agree to allocate funding to support projects in 2023/24 as follows:
  - 4.1 £29,000 funding for staff resource, van and waste collections to support community food providers from the anti-poverty budget. (See para 4.1 of this report)
  - 4.2 £15,000 funding for continued support for Café Inc from the anti-poverty budget. (See para 4.2 of this report)
  - 4.3 £10,250 funding for Christmas Trees (£7,000 from the Ward 7 budget and £5,250 from the Ward 8 budget) (see para 4.3 of this report).
  - 4.4 £14,000 funding for events throughout the Cowdenbeath Area (£8,000 from the Ward 7 budget and £6,000 from the Ward 8 budget) (see para 4.3 of this report).

### Resource Implications

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There are no additional resource implications arising from this report.

### Legal & Risk Implications

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There are no Legal & Risk Implications.

### Impact Assessment

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An EqIA has not been completed and is not necessary as this report does not propose a new or revised policy or practice.

## Consultation

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The paper is to update members on the Cowdenbeath Area budgets and progress on projects therefore no consultation was undertaken. These budgets are discussed with elected members via Ward meetings and at a member workshop on 8<sup>th</sup> August 2023.

## 1.0 Background

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### Budget Update

- 1.1 Cowdenbeath Area manage the local community planning, anti-poverty, ward 7 and ward 8 budgets. The budgets are allocated each year to support activities linked to the priorities in the Cowdenbeath Local community plan to encourage local partnership working. The budgets are designed to be flexible and respond to community needs and to support projects that support the community of Cowdenbeath.
- 1.2 In March 2023 the Area Committee approved a number of projects to be delivered through the Community Recovery Fund allocation. Officers will keep members informed of progress and spend as these projects develop through ward meetings and at Area Committee.

### Projects Update

- 1.3 In December 2022 the Cowdenbeath Area Committee approved funds for project that allocated the remainder of the 2022/2023 LCP Ward and Anti-Poverty budgets. Any underspend against these projects was brought forward into 2023/24, to continue delivery.

## 2.0 Budget update

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### Area Revenue Budgets

- 2.1 The table below shows the available revenue budgets and spend to date across a number of budget headings. A detailed breakdown of the budget spend is shown in appendix 1.

Budget Heading	Carry over from 2022/23*	2023/24 budget allocation	Total Budget 2023/24	Spend / committed to date**	Remaining budget
Local Community Planning	£172,649.41	£21,025.00	£193,674.41	£183,948.41	£9,726.00
Anti-Poverty	£162,692.00	£270,000.00	£432,692.00	£363,037.68	£69,654.32
Ward 7	£20,932.74	£84,320.00	£105,252.74	£84,929.31	£20,323.43
Ward 8	£11,724.51	£66,408.00	£78,277.66	£76,277.66	£1,854.85

\* These are indicative figures only. Final carry-over figures to be confirmed by Finance and shared with members at ward meetings.

\*\* Includes funding allocated to the Dec '22 projects

## Community Recovery Fund

2.2 Projects agreed at the March 2023 Area Committee are being progressed. The Community Recovery Funding is available to the end of March 2025, with the funding allocated to date shown in the table below. This provides an interim update on the Community Recovery Fund spend, with a full report to be available at a future Committee meeting. Further details of the project spend can be found in appendix 2.

	Total Budget	Spent/Allocated to date	Remaining budget
Community Recovery Fund	£1,297,000	£637,000	£660,000

## 3.0 Project Progress

3.1 As a result of the project progress the following funds remain under each project. Any unspent budget against these projects from 2022/23 were carried forward into 2023/2024. An update on the projects shown in the table below is provided in appendix 3.

Projects	Approved Budget (Dec 2022)	Budget spend in 2022/23	Budget allocated in 2023/24 To 23/08/23	Funding remaining
Ward Contingency Fund	£30,000.00	£15,070.08	(see 3.2)	£0.00
Cowdenbeath Shoe Box	£105,900.00	£24,840.00	£18,920.00	£62,140.00
DeliverIt/The Big Hoose	£20,000.00	£0.00	£0.00	£20,000.00
Warm Spaces/Winter Provision	£20,000.00	£1,382.24	£8,960.00	£9,657.76
Café Inc Expansion	£55,000.00	£40,172.04	£14,827.96	£0.00
Community Food Projects	£80,000.00	£65,854.90	£14,000.00	£145.10
Cosy Kingdom Area Resource	£65,000.00	£0.00	£0.00	£65,000.00
CLD Activity Programme	£25,000.00	£6,121.92	£18,852.70	£25.38
Breakfast Club/After School Provision	£60,000.00	£2,930.00	£34,982.00	£22,088.00
Participatory Budgeting	£48,000.00	£0.00	£0.00	£48,000.00
Pending Allocations	£10,000.00	£0.00	(see 3.3)	£0
<b>Total</b>	<b>£518,900.00</b>	<b>£155,845.18</b>	<b>£111,173.66</b>	<b>£227,056.24</b>

\* budget allocation at 23/08/2023

3.2 Ward contingency funding has been allocated back into the Ward 7 and Ward 8 budgets, as agreed at the June 2023 Area Committee.

3.3 Pending Allocations budget has been allocated back into the Local Community Planning budget, as agreed at the June 2023 Area Committee.

- 3.4 Funding for Café Inc expansion, CLD Activity Programme and Community Food projects are fully committed and these projects are now closed. Any small under spend (<£200) will be moved into the Local Community Planning budget.

## 4.0 Proposed projects/budget allocation

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### Community Food Project Support

- 4.1 We are seeking approval for £29,000 to cover staffing costs, van hire costs and Lo’Gelly Lunch’s waste collection costs from the Anti-Poverty budget.

Support has been provided to food pantry and community café projects throughout the Cowdenbeath area. Part of this support is a staffing resource to purchase food, prepare meals and provide general assistance with distribution of goods. This funding will allow this support to continue until the end of December 2023.

During this time a Community Education Worker, appointed and funded from the Community Recovery Fund, will work with community food providers to strengthen their governance and support development to drive sustainability and remove the need for this support from 2024.

Van hire and additional waste collection will remain available, if required, until the end of March 2024.

### Café Inc – ongoing support

- 4.2 The budget approved by Area Committee in December 2022 for expansion of the Café Inc offering of £55,000 was fully committed by July 2023. This provided additional food and drink items during Christmas, Easter and Summer. An additional £5,000 was provided from the anti-poverty budget to increase the number of available items during the summer.

Area staff regularly attended Café Inc venues throughout the Summer period, to better understand the role the additional items played. The volume of lunches on offer have been adjusted to help meet demand and ensure everyone has access to a hot or cold lunch.

When people are choosing a hot lunch to take away, this hot lunch does not include a drink. Some of these people then also request a cold lunch bag which provides a bottled drink and extra items. By taking both a hot and cold lunch, this reduces the overall number of lunches available for others attending Café Inc.

We are requesting a further £15,000 from the 2023/24 anti-poverty budget to purchase additional items, which can be provided alongside the hot lunch. This will support those who choose a take-away hot lunch and ease pressure on the number of cold lunches being provided; helping ensure everyone who needs it can receive a lunch.

The additional food items will be selected in conjunction with the NHS health promotions team, to ensure that we are providing something of nutritional value.

This approach will be monitored during the October break to assess whether this is helping meet local needs. Area staff will also engage with the community at Café Inc to identify what additional support may be required both during holidays and term time.

In addition to the items supporting Café Inc, the funding will be used to purchase food hampers, which will be provided to families most in need during the Christmas period.

This will include items and resources to allow families to cook a meal, supporting opportunities for families to spend quality time together during the festive period.

This will take the total cost of Café Inc additional support to £75,000.

## Annual recurring projects

- 4.3 There are a number of annual projects that arise requiring financial support which can exceed the £5,000 delegated spend limit, requiring regular reports to be brought to Committee.

To provide a quicker response to emerging requests from the community, a number of budget allocations are requested below. This will start to form an ongoing, annual, budget allocation to allow quicker service delivery. Improved procedures for engaging members on individual project spend have been established, with members consulted on each funding application received by the Community Manager.

Any funding against these projects which remains unspent, will be reallocated in consultation with Councillors early in 2024.

**Christmas Trees** – Based on previous years, it's recommended that £10,250 be allocated for 2023/24 for the provision of Christmas trees/decorations throughout the Cowdenbeath Area. £7,000 is requested from the Ward 7 budget, with £3,250 requested from the Ward 8 budget.

**Events** – To enable a timely response to financial support for community events, the allocation of £14,000 is requested from Ward budgets. Availability of an events budget will then be promoted throughout the Cowdenbeath Area, encouraging dialogue with organisers, increasing awareness and providing access to funding. The method of allocating funding will be in line with the process approved at the 21 February 2018 Cowdenbeath Area Committee.

Based on the levels of funding agreed as part of the 2018 Area Committee report, £8000 is requested from the Ward 7 budget and £6000 requested from the Ward 8 budget.

## 5.0 Conclusion

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- 5.1 Members are requested to note the spend in 2023/2024 across all budgets shown in appendix 1 and appendix 2.
- 5.2 Members are requested to note the updates provided in relation to the projects approved at the December 2022 Area Committee in appendix 3.
- 5.3 Members are requested to approve budget allocation as follows:
- 5.3.1 £29,000 funding for staff resource, van and waste collection to support community food providers from the anti-poverty budget. (See para 4.1 of this report)
  - 5.3.2 £15,000 funding for continued support for Café Inc from the anti-poverty budget. (See para 4.2 of this report)
  - 5.3.3 £10,250 funding for the provision of Christmas trees and decorations. £7,000 from the Ward 7 budget and £3,250 from the Ward 8 budget.
  - 5.3.4 £14,000 funding for events throughout the area from the Local Community Planning budget. £8,000 from the Ward 7 budget and £6,000 from the Ward 8 budget.



## List of Appendices

1. Budget Monitor for Local Community Planning, Anti-Poverty, Ward 7 and Ward 8 Budgets 2023-24.
2. Budget Monitor for Community Recovery Fund budget.
3. Project update (Dec '22 Committee projects).

### Report Contacts:

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## Appendix 1 – Area Budgets

<b>Ward 7 - 2023/24</b>	
Approved Budget	£84,320.00
Carryover 2022/23	£20,932.74
<b>Current Budget</b>	<b>£105,252.74</b>
Actuals to date	£21,278.49
Outstanding Spend on Projects	£63,650.82
<b>Total Spend &amp; Allocation</b>	<b>£84,929.31</b>
<b>Remaining Budget</b>	<b>£20,323.43</b>

Approved Project Ref.	Project Name	Lead Service/Organisation	Area Budget Contribution & Proposed Project Contribution	Expenditure & Income Processed
	Rental/Feu Property Income		-£500.01	-£500.01
S30011	Shotokan Masterclass Showcase Event	Kelty Shotokan Karate Club	£2,188.00	£2,188.00
S30012	Community Learning and Development Easter Programme	Area CLD Team	£12,500.00	£12,500.00
S30013	Pepper Cup Holland International	Cowdenbeath Martial Arts	£1,820.00	£1,820.00
S30014	CLD additional Resource Contribution (Approved June 23)	Area CLD Team	£12,537.16	
S30015	Cowdenbeath Children's Gala	Cowdenbeath Civic Week	£1,000.00	£1,000.00
S30016	Kelty Children's Gala	Kelty Gala Committee	£2,000.00	£2,000.00
S30017	CLD Summer Programme	Area CLD Team	£26,667.00	
S30018	CLD October Programme	Area CLD Team	£7,500.00	
S30019	Mentors in Violence Prevention Scotland (MVP) @ Beath HS	Education Service	£500.00	£500.00
S30020	ABE & ESOL Summer Celebration	Area CLD Team	£162.50	£162.50
S30021	Cowdenbeath Town Hall - New Use Feasibility Plan	BRAG	£1,500.00	£1,500.00
S30022	Mental Health Support Group (Walks and Talks)	Area CLD Team	£304.66	£108.00
S30023	Christmas Trees / Lights		£7,000.00	£-
S30024	Floral Enhancements		£1,750.00	£-
S30025	Community Events		£8,000.00	£-
<b>TOTALS</b>			<b>£84,929.31</b>	<b>£21,278.49</b>

<b>Ward 8 - 2023/24</b>	
Approved Budget	£66,408.00
Carryover 2022/23	£11,724.51
<b>Current Budget</b>	<b>£78,132.51</b>

Actuals to date	£15,738.50
Outstanding Spend on Projects	£60,539.16
<b>Total Spend &amp; Allocation</b>	<b>£76,277.66</b>

<b>Remaining Budget</b>	<b>£1,854.85</b>
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Approved Project Ref.	Project Name	Lead Service/Organisation	Area Budget Contribution & Proposed Project Contribution	Expenditure & Income Processed
S30011	Ore Valley Garden Club	Ore Valley Tenants Association	£1,376.00	£1,376.00
S30012	Club Connect – Benarty PS and Kirkcaldy Junior Curling Club	Active Schools	£700.00	£700.00
S30013	Community Learning and Development Easter Programme	Area CLD Team	£12,500.00	£12,500.00
S30014	CLD Resource Contribution (Approved June 23)	Area CLD Team	£12,537.16	
S30015	CLD Summer Programme	Area CLD Team	£29,752.00	
S30016	CLD October Programme	Area CLD Team	£7,500.00	
S30017	Lochgelly HS Parent Council Awards	Lochgelly HS Parent Council	£1,000.00	£1,000.00
S30018	ABE & ESOL Summer Celebration	Area CLD Team	£162.50	£162.50
S30032	Christmas Trees / Lights		£3,250.00	£-
S30033	Floral Enhancements		£1,500.00	£-
S30034	Community Events		£6,000.00	£-
<b>TOTALS</b>			<b>£76,277.66</b>	<b>£15,738.50</b>

<b>Local Community Planning - 2023/24</b>	
Approved Budget	£21,025.00
Carryover 2022/23	£172,649.41
<b>Current Budget</b>	<b>£193,674.41</b>

Actuals to date	£47,290.28
Outstanding Spend on Projects	£136,658.13
<b>Total Spend &amp; Allocation</b>	<b>£183,948.41</b>

<b>Remaining Budget</b>	<b>£9,726.00</b>
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<b>Approved Project Ref.</b>	<b>Project Name</b>	<b>Lead Service/Organisation</b>	<b>Area Budget Contribution &amp; Proposed Project Contribution</b>	<b>Expenditure &amp; Income Processed</b>
640605	Growing Projects - Print Large Scale Maps for Community Consultation		£96.00	£96.00
S30011	Celebrating the King's Coronation	Cowdenbeath Baptist Church	£250.00	£250.00
S30012	Cowdenbeath Area DRR Awards 2023-24	Area CLD Team	£8,549.00	
S30013	Crowdfunder Fife - Area Contribution	Fife Council, Community Investment Team	£1,000.00	£1,000.00
S30014	Community Engagement	Area CLD Team	£1,000.00	£51.00
S30015	Floral Enhancement of Kelty	Kelty Community Council	£500.00	£500.00
S30016				
S30022	CLD Activity Programme	Area CLD Team	£18,961.65	£5,597.28
S30023	Deliverit/The Big Hoose	Area CLD Team	£20,000.00	£-
S30024	Warm Spaces / Winter Provision	Area CLD Team	£18,617.76	£5,000.00
S30025	Cosy Kingdom Area Resource	Area CLD Team		£-
S30026	Breakfast Club/After School Expanded Provision	Area CLD Team	£57,070.00	£34,892.00
S30027	Participatory Budgeting	Area CLD Team	£48,000.00	£-
S30028	Pending Applications	Area CLD Team	£10,000.00	£-
<b>TOTALS</b>			<b>£183,948.41</b>	<b>£47,290.28</b>

<b>Anti-Poverty - 2023/24</b>	
Approved Budget	£270,000.00
Carryover 2022/23	£162,692.00
<b>Current Budget</b>	<b>£432,692.00</b>

Actuals to date	£112,926.66
Outstanding Spend on Projects	£250,111.02
<b>Total Spend &amp; Allocation</b>	<b>£363,037.68</b>

<b>Remaining Budget</b>	<b>£69,654.32</b>
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Approved Project Ref.	Project Name	Lead Service/Organisation	Area Budget Contribution & Proposed Project Contribution	Expenditure & Income Processed
S30011	Cowdenbeath Resilience Fund	Castle Enterprise Scotland Ltd (Castle Furniture)	£5,000.00	<b>£5,000.00</b>
			£12,500.00	<b>£12,500.00</b>
S30012	Community Growing Projects Cowdenbeath Area		£60,000.00	
S30013	Van Costs to support Food Deliveries, Collections and Food Projects in the Cowdenbeath Area	Area CLD Team	£7,268.00	<b>£2,422.56</b>
S30014	Welfare Support Travel Vouchers	Area CLD Team	£1,000.00	<b>£477.70</b>
S30015	Lochgelly Town Hall - Additional General Waste Bin Uplift	Area CLD Team	£1,177.80	<b>£588.90</b>
S30016	CLD Resource Contribution (Approved June 23)	Area CLD Team	£12,537.16	
S30017	CLD Resource Contribution (Catering)	Area CLD Team	£20,338.62	
S30018	CLD Resource Contribution	Area CLD Team	£29,800.00	
S30019	CLD Resource Contribution	Area CLD Team	£25,000.00	
S30020	Welfare Immediate Response Fund	Area CLD Team	£8,000.00	<b>£240.00</b>
S30021	Lochgelly Gala Subsidised Wrist Bands	Lochgelly Gala Committee/Area CLD Team	£500.00	
S30022	Cafe Inc Expansion - October & Christmas	Area CLD Team	£15,000.00	
S30028	Cowdenbeath Shoebox	Area CLD Team	£79,860.00	<b>£17,720.00</b>
S30029	Community Food Projects - Food Prep Equipment	Area CLD Team		<b>-£22.50</b>
S30030	Cafe Inc Expansion	Area CLD Team	£60,000.00	<b>£60,000.00</b>
S30031	Community Food Projects	Area CLD Team	£25,056.10	<b>£14,000.00</b>
<b>TOTALS</b>			<b>£363,037.68</b>	<b>£112,926.66</b>

## Appendix 2 – Community Recovery Fund (CRF) Projects

### Budget Spend to date

Project	Budget	Allocated/Spent	Remaining budget
Welfare Support	£102,000	£102,000*	£0
Community Education Workers	£185,000	£185,000*	£0
Funded outdoor education courses	£20,000	£0	£20,000
Youth work development	£50,000	£0	£50,000
Community Social Work	£350,000	£350,000**	£0,000
Mental Health – High Schools	£60,000	£0	£60,000
Lochgelly Town Hall	£10,000	£0	£10,000
Lochgelly Civic Space	£10,000	£0	£10,000
Lumphinnans Play Park	£150,000	£0	£150,000
Kiers Brae Play Park	£40,000	£0	£40,000
Participatory Budgeting	£48,000	£0	£48,000
Tree Growing, Ballingry	£10,000	£0	£10,000
Community Orchard, Cardenden	£10,000	£0	£10,000
Crossgates Primrose Trust	£200,000	£0	£200,000
Car Park, Hill of Beath	£50,000	£0	£50,000
<b>Budget yet to be allocated</b>	£2,000	£0	£2,000
<b>Total</b>	<b>£1,297,000</b>	<b>£637,000</b>	<b>£660,000</b>

\*funding allocated to staffing

\*\* funding allocated to Social Work

### Appendix 3 – December 2022 Project Update

The information below provides an update on projects approved by the Cowdenbeath Area Committee at their meeting in December 2022.

Projects were established last financial year, with the balance of the budgets for each carried into this financial year to continue to project delivery.

NOTE: Figures accurate as of 23/08/23

#### Cowdenbeath Shoe Box

£105,900 was approved for this project, aiming to provide footwear for all school pupils throughout the Cowdenbeath Area who may be in need, supporting school attendance, participation and helping families on low incomes with the cost of the school day. Schools apply for funding, with approved funding provided directly to schools allowing them to purchase the shoes.

Budget	Distributed 2022/23	Distributed 2023/24 (up to 23/08/23)	Budget remaining
£105,900	£26,040	£17,720	£62,140

An indicative budget of £40 per pair of shoes was used to ensure good quality footwear could be provided. It was quickly identified that other forms of footwear were essential in supporting the aims of the project, such as wellington boots and shoes suitable for participation in school activities, which typically cost less than traditional school shoes. Therefore, the estimated number of shoes funded through this project as of 23 August 2023 is more than 1094 pairs.

The following schools/nurseries have applied and have been successful for funding:

**Nurseries:** Clentry, Sunflower, Dunmore, St Kenneths

**Primary Schools:** Cowdenbeath, Foulford, Hill of Beath, Lumphinnans, Benarty, Denend, Lochgelly South, Lochgelly West, St Patricks, St Kenneths, Crossgates, Cardenden, St Josephs.

**High Schools:** Lochgelly, Beath, St Columbas

Officers have kept in contact with schools to promote the available funding, ensuring that emerging needs can be met.

The criteria of the project was broadened, following consultation with members, allowing community education workers to make requests to access this funding. This is on behalf of families and children known to the staff through existing provision and who come to their attention over the summer activities.

The remaining funding will continue to be allocated throughout the remainder of 2023/24.

NOTE: The actual spend is slightly lower than the figure presented at the June Committee. This is due to one school reducing their funding request following their initial application.

## DeliverIt

The DeliverIt project was first discussed in 2021 as a pilot which seeks to address logistic issues with connecting items from the Big Hoose direct to families and community groups throughout the Cowdenbeath Area. Funding of £20,000 was approved in December 2022 to deliver this pilot, which was to run for 2 years and seek to establish a volunteer led service to allow it to continue beyond the pilot.

The initial pilot proposal drawn up in 2021/22 was further developed in 2023, reflecting a number of changes throughout the Cowdenbeath Area in terms of demand, resources and Big Hoose item availability. The total cost to deliver this pilot has been revised and is likely to require around £40,000 over a 2 year period. Given the uplift in costs and changes within the area since the project's initial assessment, options were discussed at a member workshop on 8<sup>th</sup> August 2023, with members agreeing to put this project on hold, keeping the £20,000 budget ring-fenced. Officers will continue to reflect on the needs of the community around this project and investigate how we can support these needs. We will also monitor the new corporate pilot and engage with members early in November 2023 to review our position.

The corporate model to connect goods direct with customers has been developed to link directly with Big Hoose inventory, providing a streamlined process for referrers. It also supports the purchase of essential goods if these items are not available from the Big Hoose. It is to be trialled in the coming months and may provide a more suitable model for the Cowdenbeath area, without a significant impact on implementation timescales.

The Area Team will continue to investigate opportunities to connect Big Hoose items with families throughout the area, which support the benefits identified in the initial pilot. Referrers already undertake direct collections, or make use of local 'hubs' which hold a stock of goods throughout the community.

## Warm Spaces

Warm spaces funding was allocated in 2022/23 over the winter period to support both Council facilities and local groups in providing local venues where the community can access a warm, comfortable, environment. These typically included some form of activity (games, reading material, etc.), alongside hot food and drinks.

The remaining funding for warm spaces is being actively offered to community groups who may wish to provide 'social space' provision during the summer and autumn period. This supports groups opening their venues and providing a space for the community to gather, socialise, enjoy activities and may include a food or drink offering. Groups are encouraged to apply for funding using the standard LCPB application, with support available from the area team.

Funding was available to support both Council and community group warm spaces over winter 2022/23. There was little spend on the funding, with the central warm spaces grants covering most of the demand. The table below shows the spend on the budget to date.

Project	2022/23 Allocation	2023/24 Allocation (to 02/08/23)	Budget Remaining (£20,000)
Resources, drinks and snacks for Council venues	£1,139.53	-	£18,860.47
Lochgelly Job Clubs supplies	£242.71	-	£18,617.76



Express Group Social Activities	-	£3,000.00	£15,617.76
Social Spaces – Lumphinnans Bowling Club	-	£2,000.00	£13,617.76
Knights Templar (Social Space)	-	£3,960.00	£9,657.76
<b>Total</b>	<b>£1,382.24</b>	<b>£8,960.00</b>	<b>£9,657.76</b>

This project was discussed at a members workshop on 8<sup>th</sup> August 2023, with members agreeing to continue engagement with the community on potential Social spaces initiatives throughout 2023/24. This could also be expanded to support groups with training which supports social inclusion and warm spaces, such as mini-bus driver training to transport people to activities and food and hygiene training to support catering at events, helping increase community capacity.

Officers will continue to investigate options to make warm spaces more accessible for all, investigate the evening and weekend offering, while maintaining a dignified and welcoming service.

### Café Inc Expansion

The full allocation for Café Inc was spent on additional food and drink items to supplement the standard Café Inc offering. An additional £5,000 was used to increase availability of items during the summer holiday period. The spend is shown in the table below:

Project	2022/23 Spend	2023/24 Spend	Additional budget 2023/24	Budget Remaining (£55,000)
Christmas '22 Additional Provision Items for Hill of Beath & Crossgates	£3627.82	-	-	£51,372.18
Christmas '22 - Additional staffing resources for Hill of Beath & Crossgates.	£2063.41	-	-	£49,308.77
Lo'Gelly Lunches - Supply of new Hot Bain Marie Hot Cupboard.	£1,790.00	-	-	£47,518.77
Easter 2023 Additional Provision Items for all sites in the Cowdenbeath Area	£32,106.54	-	-	£15,412.23
Lumphinnans Bowling Club food	£584.27	-	-	£14,827.96
<i>Lo'Gelly Lunches – Bain marie cost recovered from central budget</i>	-	-	(£1,790.00)	£16,617.96
<i>Christmas – Additional staffing cost recovered from main Café Inc budget.</i>	-	-	(£2063.41)	£18,681.37
<i>Additional delegated funding</i>	-	-	(£5,000)	£23,681.37
Summer additional items	-	£23,681.37	-	£0.00
<b>Total</b>	<b>£40,172.04</b>	<b>£23,681.37</b>	<b>(£8,853.41)</b>	<b>£0.00</b>

Agreement was reached that the Bain Marie for Lochgelly and the additional staffing costs from Christmas would be funded through the central budget, allowing funding to be pulled back into the area which was used to support the purchase of additional food items.

The full allocation has now been spent, bringing this project and budget to a close.

This report contains a recommendation to allocate a further £15,000 to support Café Inc over the October and Christmas period.

## Community Food Projects

Funding was distributed to a number of community food providers, allowing them to have available funds to purchase food to maintain their operation during 2022/23 and 2023/24. Work continues to support community food providers throughout the Cowdenbeath Area, including signposting to further funding and operational support as required. A Cowdenbeath Area Food Resilience Group has been set up with groups to facilitate this.

Funds have been allocated as follows:

Project	2022/23 Spend	2023/24 Spend	Budget remaining
Additional Hours payment to support food provision	£911.00		£79,089.00
Lo'gelly Lunches - Xmas Provision	£3,303.90		£75,785.10
Co-Op Food Vouchers for 19 Pupils St Columba's HS	£950.00		£74,835.10
Cardenden Community Fridge	£10,000.00		£64,835.10
Oor Wee Café	£10,000.00		£54,835.10
Maxs Meals / Lite Bites	£10,000.00		£44,835.10
ActiveEAT, Bowhill	£1,740.00		£43,095.10
Boots are Made for Walking (Cardenden)	£450.00		£42,645.10
Primrose Trust Foodbank	£3,500.00		£39,145.10
Lo'Gelly Lunches	£15,000.00		£24,145.10
CLD Youth Club Food Provision	£10,000.00		£14,145.10
Benarty Food Angels		£6,000.00	£8,145.10
The Clearing		£3,000.00	£5,145.10
Cardenden CF/Oor Wee Café/Maxs Meals/Lo'Gelly Lunches		£5,000.00	£145.10
<b>Total</b>	<b>£65,854.90</b>	<b>£14,000.00</b>	<b>£145.10</b>

£10,000 committed for CLD Youth Club Food Provision has limited actual spend to date. This funding will continue to be used to the end of 2023/24 to support youth work programmes.

The full budget has been allocated, with the exception of £145.10. This balance will be moved back into the main Local Community Planning budget, bringing this project to a close.

## Cosy Kingdom Area Resource

A members workshop was held on 8<sup>th</sup> August 2023, where the Cosy Kingdom project was discussed. Members are keen to consider a variety of options to support people in the community experiencing fuel poverty, including advice and support with improvements which can help reduce energy bills and keep people's homes warm.

Members agreed to close the Cosy Kingdom project, but seek to utilise the £65,000 budget to support fuel poverty initiatives throughout the Cowdenbeath Area.

Discussions will be held with partners to investigate opportunities to deliver on this.

## CLD Activity Programme

The £25,000 budget was utilised to support the development of activities to engage young people, adult learners and families between December 2022 and July 2023. The funding provided resources for expanded youth work activity, staffing costs and activity requested by all age groups.

Although only £10,109.33 of the CLD Activity Programme has gone through the ledger, £24,974.62 funding has been committed once all activities are complete and costs are reconciled, leaving £25.38 funding unallocated which will be moved into the Local Community Planning budget. This brings this project to a close.

<b>Total Budget</b>	<b>Allocated</b>	<b>Balance</b>
£25,000	£24,974.62	£25.38

To date the following projects have been approved for delivery.

<b>Project</b>	<b>Budget Committed</b>	<b>Actual Spend</b>
Social Meet Ups at Kelty Kings	£ 500.00	£ 27.43
Cowdenbeath Men's Woodwork	£ 509.92	£ 509.92
Kelty Parent & Toddlers Group	£ 488.00	£ 464.66
Time to Talk Day February 2023	£ 241.00	£ 222.72
Lochgelly Youth Resources	£ 1,702.00	£ 1,683.16
Food Hygiene Course Maxwell Centre	£ 666.00	£ 605.00
The Decider Parent Courses	£ 300.00	£ 000.00
Adult Learner Taster Sessions	£ 1,065.00	£ 876.17
International Women's Day	£ 650.00	£ 817.46
Benarty Youth Work Resources	£ 1,050.00	£ 137.33
Book Bug Sessions Cowdenbeath Area	£ 137.00	£ 0.00
Family Walks & Talks Sessions	£ 328.00	£ 0.00
Child Care Directions Course Maxwell	£ 1,420.00	£ 856.21
First Aid Training Kelty CC	£ 1,143.00	£ 0.00
Wood Turning @ Beath CUS	£ 900.00	£ 250.60
Adult Learning Memory Book Course	£ 3,490.00	£ 307.49
The Decider - Self Harm Awareness	£ 300.00	£ 32.19
Men's Shed Programme Benarty	£ 1,270.00	£ 0.00

Benarty Alternative Youth Work	£ 388.00	£ 0.00
Family Fun Nights Lochgelly	£ 1,072.00	£ 606.00
Mental Health Week 2023	£ 1,665.70	£ 689.92
Adult Learning Glass Work Lochgelly	£ 2,576.00	£ 1500.11
Youth Diversity Activities Lochgelly	£ 1,560.00	£ 973.71
Cooking Equipment Lochgelly	£ 1,400.00	£ 0.00
Oor Wee Café - Volunteer recognition event	£ 153.00	£ 0.00
<b>Total</b>	<b>£ 24,974.62</b>	<b>£ 10,109.33</b>

### Breakfast Club/After School Provision

Breakfast clubs have been established/enhanced using this funding. Officers continue to communicate with schools to identify additional opportunities to deliver free breakfast and activities. This has been expended to identify existing activities which are charged, to consider removing charges for participants while funding is available.

Project	2022/23 Spend	2023/24 allocated (to 02/08/23)	Budget remaining (£60,000)
St Columba's HS Breakfast Club (3 Way Split with SWF & Dunfermline Areas)	£1,666.00	-	£58,334.00
Lochgelly PS School / Nursery Snack	£1,264.00	-	£57,070.00
Hill of Beath PS Breakfast Club	-	£4,982.00	£52,088.00
Lochgelly HS Breakfast Club	-	£15,000.00	£37,088.00
Beath High School Breakfast Club	-	£15,000.00	£22,088.00
<b>Total</b>	<b>£2,930</b>	<b>£34,982</b>	<b>£22,088.00</b>

### Participatory Budgeting

A workshop was held with members on 8<sup>th</sup> August 2023. The division of the budget between the eight communities was agreed, which will allow staff to start engagement activity.

Area Revenue Funding	Community Recovery Funding	Total budget available
£48,000	£48,000	<b>£96,000</b>

6 September 2023

Agenda Item No. 10

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## Cowdenbeath Area Staffing Resource

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

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**Wards Affected:** Wards 7 and 8

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### Purpose

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To provide an update to elected members on the Cowdenbeath Area staffing resource. There are several new staff in the area and recruitment is nearly complete to a full establishment position. This will provide the staffing resource required to deliver on projects underway within the area.

### Recommendation(s)

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It is recommended that the Committee:-

1. note the work and progress of recruitment within the Area to bring the team back to a full establishment position.

### Resource Implications

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There are no additional resource implications arising from this report.

### Legal & Risk Implications

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There are no Legal & Risk Implications.

### Impact Assessment

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An EqlA has not been completed and is not necessary as this report does not propose a new or revised policy or practice.

### Consultation

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The paper is to update members on the Cowdenbeath Area staffing resource and therefore no consultation was undertaken.

## 1.0 Background

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- 1.1 In the second half of 2022 staffing within the area fell below the required establishment set out for the service and there were concerns around project delivery. This was the result of staff moving on or transferring into other positions within Fife Council.
- 1.2 In December 2022 members requested a report to committee on what was being done to resolve the issue around staffing to ensure that the projects approved could be delivered.

## 2.0 Current Position

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- 2.1 Since the motion passed in December for a staff resource report the area's staffing structure has improved. A recruitment drive went underway and as a result the service recruited to the 2 Community Education Worker (CEW) posts that were vacant. These two new staff members started in January 2023 bring the Community Education Workers back up to the full-service establishment.
- 2.2 At the same time as the CEW vacancies there were also several youth worker and detached youth worker vacancies within the service. Recruitment for the remaining vacancies started in July with interviews taking place in August with the intention of fulling all vacancies.
- 2.3 As well as these replacement posts now being filled, the service also have the support from members via the Community Recovery Fund for additional resource for a period of 2 years. 3 x Community Education Worker and 2 x Welfare Support Assistant. Interviews were held for the Welfare Support Assistants on 29 June 2023. Both welfare officers are now in place. Interviews for the Community Education Workers took place on the 23 & 24 August 2023. Members will be updated as this progresses at ward meetings.
- 2.4 The first half of 2023 has seen a number of changes within the team with a new community manager appointed in January, a new Community Development Team Manager appointed in July as well as the above posts already mentioned. As a whole, the team are new, fresh, keen, motivated and eager to work together, with the community and elected members to boost productivity, open lines of communications, deliver on the Local Community Plan and projects that will support the whole of the Cowdenbeath area.

## 3.0 Conclusion

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- 3.1 Members are requested to note the Cowdenbeath Area team resource now in place. This new team will work to deliver on projects to support the needs of the Cowdenbeath community.

## **List of Appendices**

1. Area Structural Chart

### **Background papers**

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

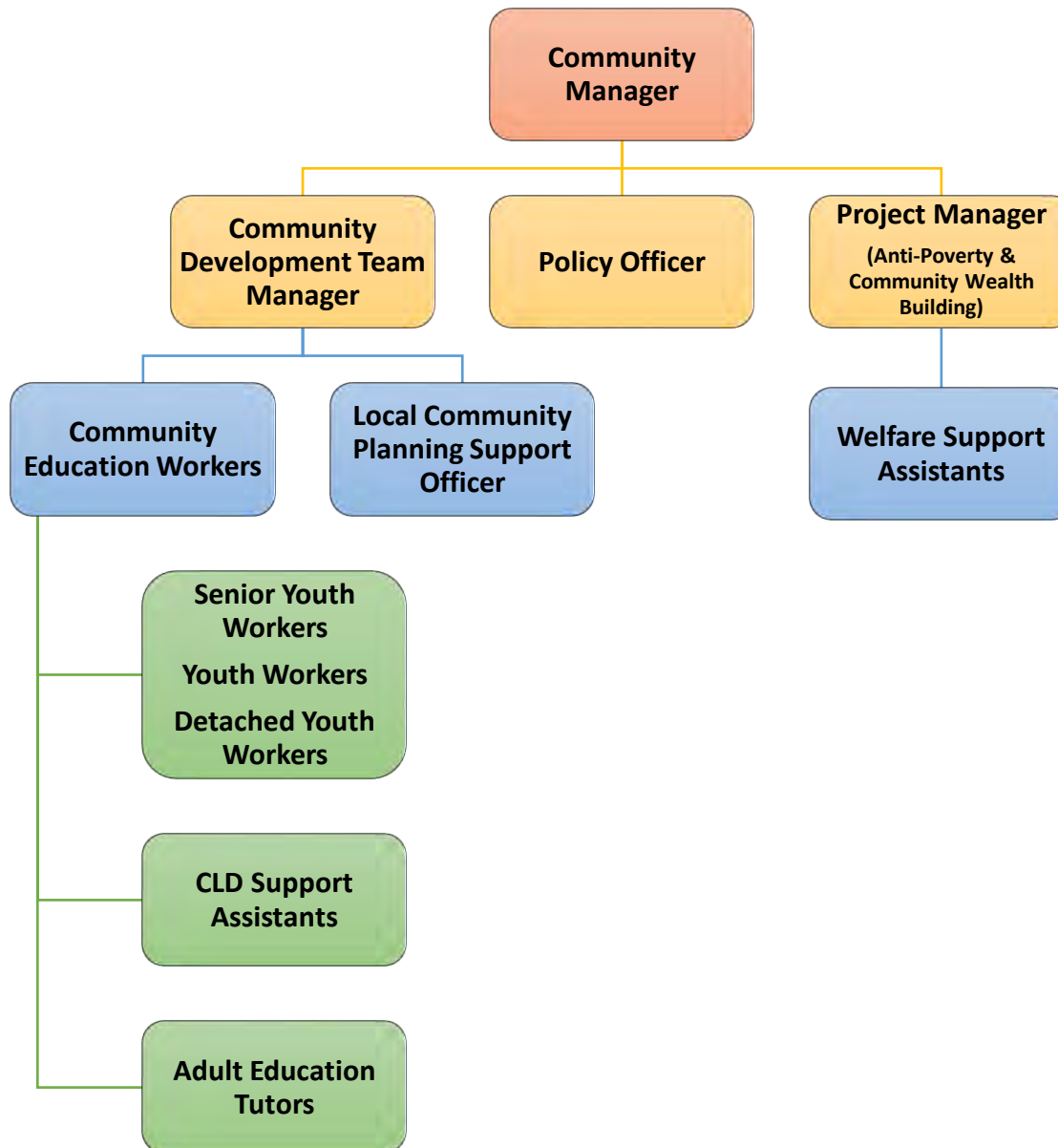
### **Report Contacts:**

Anne Marie Vance

Community Manager

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# Cowdenbeath Area Team





6<sup>th</sup> September 2023

Agenda Item No. 11

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## Cowdenbeath Area Youth Work Update

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

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Wards Affected: Ward 7 & 8

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### Purpose

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The purpose of this report is to update Area Committee on the youth work activity taking place across the Cowdenbeath area

### Recommendation

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The Committee is asked to:-

1. note the contents of the report and
2. agree that future youth work updates be provided by internal members briefings annually.

### Resource Implications

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As the youth work provision is funded from core fife council budgets, there are no resource implications

### Legal & Risk Implications

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There are no legal or risk implications

### Impact Assessment

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An Equality Impact Assessment (EqIA) is not required as this report does not have any immediate implications for service delivery and policy.

### Consultation

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Regular consultation is carried out with the young people attending the programmes and those in the wider community.

## 1.0 Background

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- 1.1 At area committee in June 2023 members requested an update be presented on the youth work provision in the area
- 1.2 Due to several staffing changes in the area at both Community Education Worker and youth worker levels several vacancies had arisen and had taken some time to fill.
- 1.3 As of January 2023 all Community Education worker posts were filled. A number, but not all, of the youth worker vacancies have been filled. Ongoing recruitment continues.
- 1.4 There is an issue Scotland wide with the recruitment of part time youth workers – a fall out from the pandemic.

## 2.0 Current Position

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- 2.1 All community education posts with responsibility for youth work provision have been filled. These staff members are based in Benarty, Bowhill, Kelty & Maxwell Community centres and Lochgelly Centre.
- 2.2 We currently offer 30 youth work programmes and activity across the area on a weekly basis. This will increase to 33 once we have our newly recruited youth work staff inducted and started in clubs later this month. The 3 new programmes are scheduled for Lochgelly and Cowdenbeath.
- 2.3 Support is also offered to partnership organisations Primrose Community Trust and CACA who benefit from 12.5 hours of youth worker time per week. The current timetable of youth work across the area is attached as appendix 1
- 2.4 In a snapshot of attendances from Apr-June this year, over 700 young people were recorded attending weekly sessions. Local young people, across the area, have over 88 hours of opportunity to participate in organised personal and social development opportunities each week, equating to over 1000 hours per term.

## 3.0 Conclusions

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- 3.1 The youth work activity in the Cowdenbeath area grows stronger as the Community education team settles.
- 3.2 Young people are regularly invited to participate in programme planning and feedback on the sessions provided ensuring we are listening to our service users ensuring that we have both thriving youth clubs in our communities and we are providing opportunities for all.
- 3.3 Annual updates to keep members informed of youth work delivery and outcomes will be provided through briefings and ward meetings.

## List of Appendices

1. Youth work timetable

## Report Contact

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Community Development Team Manager  
Brunton House, Cowdenbeath  
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## APPENDIX 1

### COWDENBEATH AREA COMMITTEE – YOUTH WORK REPORT

#### WARD 7

Name of Youth Provision	Location	Target group	Running times
BHS Boys group	Beath HS	S1-4	Thursday 1.50-3.20
CACA	Beath High	P4-S2	Friday 6-8
Crossgates Juniors	Crossgates	P4-7	Monday 6-7.30
Health & wellbeing group	Beath HS	S3	Monday 10.20-12.30
Kelty Juniors	Kelty CC	P4-7	Tuesday 7-8.30 Thursday 6.30-8
Kelty Seniors	Kelty CC	S1+	Monday 6.30-8.30 Wednesday 6.30-8.30
Maxwell Intermediate **	Maxwell Centre	P6-S2	Thursday 7-8.30
Maxwell Juniors	Maxwell Centre	P4-7	Thursday 5-6.30
Resilience group	Beath HS	S2	Tuesday 10.50-1.05
Teatime Club	Maxwell Centre	P1-4	Tuesday 3-5
Walk & Talk	Beath HS	S1-4	Friday 11-12

#### COMMITTEE AREA WIDE PROVISION

Name of Provision	Location	Target group	Running times
Detached	Maxwell Centre	12+	Wednesday 6-9 Friday 6-9**
Easy P	Maxwell centre	16+	Tuesday 10-4 Thursday 10-4
Employability Programme	Lochore meadows	16+	Monday 9-10.30 Wednesday 9-12.30 Thursday 9-11
Family Support partnership	To be decided	S1+	Friday 9.30-11.30

## WARD 8

Name of Youth Provision	Location	Target group	Times
Benarty Juniors	Benarty CC	P4-7	Monday 5.30-7 Tuesday 5.30-7
Benarty Seniors	Benarty CC	S1+	Tuesday 7.30-9
Bowhill Goes Boom	Bowhill Centre	S1+	Wednesday 5.30-7.30
Bowhill Seniors	Bowhill Centre	S1+	Monday 7-9 Thursday 7-9
Childrens club	Bowhill centre	P4-7	Tuesday 6-7.30
Cardenden Youth forum	Bowhill centre	S1+	Monday 5.15-6.30
Corrie Drop In	Corrie Centre	S1+	Friday 7-9
Health & WB	Lochgelly HS	S3	Wednesday 1-3.40
Issue Based	Lochgelly HS	S1-4	Thursday 1.50-3.20
Lochgelly Juniors**	Lochgelly Centre	P4-6	Wednesday 6.30-8
Lochgelly Inters **	Lochgelly Centre	P7-S2	Tuesday 7-9
Lochgelly Youth forum	Lochgelly Centre	S1+	Tuesday 5.30-6.30
Resilience Prog	Lochgelly HS	S2	Monday 1-3.40
Transition	Lochgelly HS	S1	Friday 12.30-2.50
Young volunteers project	Bowhill Centre	S3+	Thursday 4.45-6.15

6 September, 2023

Agenda Item No. 12

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## Cowdenbeath Area Committee Workplan

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

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**Wards Affected:** 7 and 8

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### Purpose

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

### Recommendation(s)

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It is recommended that the Committee review the workplan and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

### Resource Implications

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

### Legal & Risk Implications

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

### Impact Assessment

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None required for this paper.

### Consultation

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

## **1.0 Background**

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- 1.1 Each Area Committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

## **2.0 Conclusions**

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

### **List of Appendices**

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1. Cowdenbeath Area Committee forward work plan.

### **Background Papers**

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

None

### **Report Contact**

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

<b>Cowdenbeath Area Committee of 1 November 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Finance and Corporate Services	Wendy Macgregor	
Cemetery Strategy Report	Communities and Neighbourhoods Service	Liz Murphy	
Common Good and Settlement Trust Funds Annual Report 2021-2022	Finance and Corporate Services	Eleanor Hodgson	
Area Budget and Project Progress Report	Communities and Neighbourhoods Service	Anne-Marie Vance	
Property Transactions	Property Services	Tracey Clark-bs	
Cowdenbeath Area Forward Work Programme	Finance and Corporate Services	Wendy Macgregor	
Report - Spending over last 3 financial years on roads and potholes in Cowdenbeath Area	Roads & Transportation	Paul Hocking	Report expected at November or December 2023 meeting TBC

<b>Cowdenbeath Area Committee of 20 December 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Finance and Corporate Services	Wendy Macgregor	
Community Learning and Development Annual Report - Request for Funding	Communities and Neighbourhoods Service	Izzy Scott-Trim	
Area Budget and Project Progress Report	Communities and Neighbourhoods Service	Anne-Marie Vance	
Property Transactions	Property Services	Tracey Clark-bs	
Cowdenbeath Area Forward Work Programme	Finance and Corporate Services	Wendy Macgregor	



<b>Cowdenbeath Area Committee of 28 February 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Finance and Corporate Services	Wendy Macgregor	
Local Area Economic Profiles	Economy, Planning and Employability	Peter Corbett	Report submitted to Committee in February 2022, briefing note submitted to members February 2023, expected February 2024.
Area Budget and Project Progress Report	Communities and Neighbourhoods Service	Anne-Marie Vance	
Area Roads Programme 2023-24	Roads & Transportation	Paul Hocking, Lesley Craig	
Property Transactions	Property Services	Tracey Clark-bs	
Cowdenbeath Area Forward Work Programme	Finance and Corporate Services	Wendy Macgregor	

<b>Cowdenbeath Area Committee of 17 April 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Finance and Corporate Services	Wendy Macgregor	
Area Budget and Project Progress Report	Communities and Neighbourhoods Service	Anne-Marie Vance	
Health and Social Care Locality - Cowdenbeath	Health and Social Care	Jacquie Stringer-fc	Annual Report last at committee 29.03.23
Property Transactions	Property Services	Tracey Clark-bs	
Cowdenbeath Area Forward Work Programme	Finance and Corporate Services	Wendy Macgregor	

<b>Cowdenbeath Area Committee of 12 June 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Minute	Finance and Corporate Services	Wendy Macgregor	
Supporting the Local Community Plan - Operational Briefing on	Police Scotland		

<b>Cowdenbeath Area Committee of 12 June 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Policing Activities within Cowdenbeath			
Scottish Fire and Rescue Service - Cowdenbeath Area Annual Performance Report	Scottish Fire & Rescue Service		
Safer Communities Team Update Report	Safer Communities	Brian Westwater, Patricia Spacey	
Area Housing Plan 2023-26	Housing Services	Amanda Cathrew	
Area Budget and Project Progress Report	Communities and Neighbourhoods Service	Anne-Marie Vance	
Community Learning and Development Holiday Programme Update	Communities and Neighbourhoods Service	Anne-Marie Vance, Patricia Galfskiy	Report submitted to committee 14.06.23
Property Transactions	Property Services	Tracey Clark-bs	
Cowdenbeath Area Forward Work Programme	Finance and Corporate Services	Wendy Macgregor	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Report on Education Outcomes - 2021/22	Education and Children's Services	Mary Mckay-Gr	Report submitted to be submitted to committee following workshop. Committee date tbc,
Anti-social behaviour and safety/security in Cowdenbeath Area Public Parks	Assets, Transportation and Environment	Anne-Marie Vance	Requested - Minute no 56 from meeting 14.06.23 – Update issued as briefing note to members, no requirement for further report. Delete from FWP following meeting on 06.09.23.
Children's Services in Fife	Education and Children's Services		

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Local Community Planning Budget	Communities and Neighbourhoods Service	Ann-Marie Vance	
Pupilwise and Parentwise Annual Report	Education and Children's Services		
Area Capital Update Report	Communities and Neighbourhoods Service	Ann-Marie Vance, Andy Maclellan	Committee date TBC
Grounds Maintenance Service Annual Report- Previously Parks, Streets and Open Spaces	Environment & Building Operations (AT&E)	Scott Clelland	TBC if report to be submitted to Committee
Lochgelly Town Hall - Update on repairs and improvements	Communities and Neighbourhoods Service	Ann-Marie Vance	Condition report issued to members, briefing note issued to committee members from Andy McLelland - Delete from work programme following committee meeting on 06.09.23.
Common Good Funds	Finance and Corporate Services	Eleanor Hodgson	Annual Report to be submitted after each financial year, review if a progress report is required at each meeting.
Mary Pit Head - Restoration Work	Communities and Neighbourhoods Service	Ann-Marie Vance	Report required following discussions with Herriot Watt University to determine extend of repairs on the condition of the structure of the Miners Winding Wheel and options for restoration.